Colleagues,

I wanted to provide you several updates on important happenings that you will continue to see correspondence on in the coming days and weeks. Included in this update is information on:

- The Single Payroll transition
- Pay Plan information

**Single Pay**

In the [October HR Newsletter](https://www.uwm.edu/hr/newsletters/), HR announced that Single Pay would be forthcoming. UW System will be centrally communicating information to all employees beginning next week. I wanted to make you aware that you will see emails coming from UW System HR or from UW Shared Services on this topic in the coming days and weeks as we prepare for the transition in January 2021. (HR will be posting all correspondence to employees related to Single Payroll on the [UWL HR website here](https://www.uwm.edu/hr/single-payroll)).

In general, the Single Pay project will migrate all monthly paid employees, (inclusive of 9-month faculty), to a bi-weekly pay period. In addition, bi-weekly paid employees will be affected since the way benefit premiums will be deducted is also changing. Specific information regarding this transition is currently limited, however, you can read the information we do have [here](https://www.uwm.edu/hr/single-payroll). That link will be updated and provide information as it becomes available.

In the meantime, while there is **no action needed right now**, it is critical that if you are a monthly employee that you begin to consider:

- If there is a need to modify your automatic or regularly scheduled payments, such as mortgages, loans, etc.
- If there will be a need to modify/update your tax withholding information.
- If there will be a need to modify/update your direct deposit information.

For all employees, it is important to start considering that modifications may be needed for some of your benefit deductions, such as your 403(b) tax-sheltered annuities.

Again, no action is required at this moment, however, as more communication is released from UW System, information and steps will be provided to help transition these and other payroll-related items.

**Pay Plan Information**

As of today, UW System is still confirming that Pay Plan will be implemented in January 2021 for all eligible employees. You can review the [UWL policy here on Pay Plan implementation](https://www.uwm.edu/hr/policies/pay-plan). Please note:

- With the transition of the administration of mandatory training to UW Shared Services, relief has been granted to employees who may have training due dates beyond the Pay Plan implementation period.
- In addition, the implementation dates **may be modified** because of the Single Pay Project.

Human Resources is currently reviewing all eligibility requirements and will reach out to you if there are still items needing completion to retain your eligibility. Thank you for your patience as this is a manual process.

Stay well,