



Important Pay Information for Employees Transitioning to Biweekly Pay

January pay dates for employees transitioning from monthly to biweekly pay due to the new Fair Labor Standards Act (FLSA) overtime regulations effective on December 29, 2019 are listed below. Your monthly insurance deduction amount will be divided in half between the January 17 and January 31, 2020 paychecks. The January 31 deductions are occurring based on a manual adjustment because insurance contributions will not be deducted automatically due to the transition. Therefore, please review your January 17 and January 31, 2020 paychecks to ensure that insurance deductions are taken out correctly. Please review your January 17 biweekly paycheck to ensure the parking deduction is removed and that longevity pay (if applicable for employees with greater than two years of service) is paid and reflecting the accurate amount.

Questions: If you find an error or have questions about your paycheck, please reach out to your departmental HR Liaison.

January Pay Dates for FY20

January 2, 2020 – Last monthly paycheck for December 2019. Employees changing to biweekly will have a slightly lower December pay (by two working days, December 30 and 31). These days will be picked up on the biweekly pay period beginning December 29 as holiday pay. Full December insurance deductions and January parking deduction will be taken out of this paycheck.

January 17, 2020 – First biweekly paycheck for work performed from December 29, 2019 – January 11, 2020. Half of January insurance deductions will be taken out of this paycheck. Longevity will be paid from this paycheck. The parking deduction will be manually removed since it was deducted from the January 2, 2020 paycheck.

January 31, 2020 – Second biweekly paycheck for work performed from January 12 – January 25, 2020. Half of January insurance deductions will be taken out of this paycheck.

Monthly Pay vs Biweekly Pay Comparison FY20

	Monthly	Biweekly
# of Pay Periods	12	26
# of Pay Dates Each Month	1	2 (sometimes 3 depending on the month); see biweekly pay schedule for pay dates
Working Days Per Pay Period	21-23 depending on the month	10
Gross/Base Pay	Monthly (Salaried)	Hourly
Longevity	Paid once a month	Paid once a month (see biweekly pay schedule for dates of payment)
Federal Income Tax	Calculated based on monthly tax tables, W4 status	Calculated based on biweekly tax tables, W4 status
Social Security & Medicare	Calculated based on standard rate	Calculated based on standard rate
TRS/ORP	Calculated based on standard rate	Calculated based on standard rate
Total Insurance Deductions	Full insurance deductions which is for the prior month	Insurance deductions are halved on each pay date, if there are two pay dates in the month – this insurance deduction is for the current month
Parking	Full deduction	Deductions are split in half on each pay date
All Other Deductions	Full deduction	Full biweekly deduction

Example of Biweekly Paycheck

****The following is an estimated example of an employee's pay in the transition from a monthly salary in December to an hour pay rate. Your actual take home pay may vary depending on tax tables and W4 status. The sample below represents an employee who makes \$16.04 per hour (\$33,491.52 per year) with a tax status of Single & 2 (W4) and eligible for longevity pay.**

FY20 Pay Calculations Comparison

Worker	Employee Name		
Position	M00000 Analyst - Employee Name		
	December Monthly	Pay Period #10	Pay Period #11
Period	12/01/2019 - 12/31/2019	12/29/19 - 01/11/2020	01/12/20 - 01/25/2020
Payment Date	1/2/2020	1/17/2020	1/31/2020
Gross	2547.43	1303.20	1283.20
Net	1953.51	1007.87	987.87

Compensation - Other

Pay Component			
Longevity	20.00	20.00	0.00
Total	20.00	20.00	0.00

Employee Paid Benefits (EE)

Pay Component			
AD&D - EE Contribution	3.92	1.96	1.96
Dental PPO - EE Contribution	29.41	14.71	14.71
Long Term Disability - EE Contribution	4.95	2.48	2.48
Medical A&M Care - EE Contribution	30.00	15.00	15.00
Optional Life	6.00	3.00	3.00
TRS - EE Contribution	196.38	98.19	98.19
Vision - EE Contribution	7.00	3.50	3.50
Wellness Credit	(30.00)	(15.00)	(15.00)
Total	173.38	86.69	86.69

Employee Paid Taxes

Pay Component			
OASDI	152.55	78.31	78.31
Medicare	35.68	18.31	18.31
Federal Withholding	131.45	74.88	74.88
Total	319.68	171.50	171.50

Employee Deductions - Other

Pay Component			
Parking - A&M	26.58	0.00	0.00
Total	26.58	0.00	0.00

Employer Paid Benefits (ER)

Pay Component			
Basic Life - ER Contribution	6.59	0.00	6.59
Medical A&M Care - ER Contribution	593.77	0.00	593.77
TRS - ER Contribution	189.56	96.24	96.24
Total	789.92	96.24	696.60

Employer Paid Taxes (ER)

Pay Component			
OASDI (ER)	152.55	77.45	77.45
Medicare (ER)	35.68	18.11	18.11
Total	188.23	95.57	95.57

Biweekly Pay Schedule

Payroll Services Biweekly Pay Schedule: <https://payroll.tamu.edu/media/1602343/tamu-biweekly-pay-schedule-2020-revised-11-14-19.pdf>

BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2020 (Aug 2019 - Aug 2020)

PAY PERIOD NO.	FROM	THRU	Time Sheets Due	PAY DATE	LONGEVITY PAY DATE	WORKING DAYS	WORKING HOURS IN FY AFTER PAY PERIOD
							2088
1	Aug 25	Sep 07	Sep 09	Sep 13	L	10	2048
2	Sep 08	Sep 21	Sep 23	Sep 27		10	1968
3	Sep 22	Oct 05	Oct 07	Oct 11	L	10	1888
4	Oct 06	Oct 19	Oct 21	Oct 25		10	1808
5	Oct 20	Nov 02	Nov 04	Nov 08	L	10	1728
6	Nov 03	Nov 16	Nov 18	Nov 22		10	1648
7	Nov 17	Nov 30	Dec 02	Dec 06		10	1568
*E 8	Dec 01	Dec 14	Dec 11	Dec 20	L	10	1488
*E 9	Dec 15	Dec 28	Dec 18	Jan 03		10	1408
10	Dec 29	Jan 11	Jan 13	Jan 17	L	10	1328
11	Jan 12	Jan 25	Jan 27	Jan 31	(No Ins)	10	1248
12	Jan 26	Feb 08	Feb 10	Feb 14	L	10	1168
13	Feb 09	Feb 22	Feb 24	Feb 28		10	1088
*E 14	Feb 23	Mar 07	Mar 04	Mar 10	L	10	1008
15	Mar 08	Mar 21	Mar 23	Mar 27		10	928
16	Mar 22	Apr 04	Apr 06	Apr 10	L	10	848
17	Apr 05	Apr 18	Apr 20	Apr 24		10	768
18	Apr 19	May 02	May 04	May 08	L	10	688
19	May 03	May 16	May 18	May 22		10	608
20	May 17	May 30	Jun 01	Jun 05		10	528
21	May 31	Jun 13	Jun 15	Jun 19	L	10	448
* 22	Jun 14	Jun 27	Jun 29	Jul 03		10	368
23	Jun 28	Jul 11	Jul 13	Jul 17	L	10	288
24	Jul 12	Jul 25	Jul 27	Jul 31	(No Ins)	10	208
25	Jul 26	Aug 08	Aug 10	Aug 14	L	10	128
26	Aug 09	Aug 22	Aug 24	Aug 28		10	48

E= Estimated Time

* Holiday Adjustments

L= Longevity Paid

Holiday Schedule

Thanksgiving	Nov 28 - 29	Spring Break	Mar 11 - 13
Winter Break	Dec 23 - Jan 01	Memorial Day	May 25
MLK, Jr. Day	Jan 20		

FISCAL YEAR 2021 (Aug 2020- Aug 2021)

							2088
1	Aug 23	Sep 05		Sep 11	L	10	

Note: The above schedule is subject to updates based on processing requirement changes . Please refer to our website routinely for updates and our monthly calendar.

Timesheets: The due date includes that all approvals must be completed by 11 AM to be added with the corresponding pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.

Updated 11/14/19