

**Whitworth Bi-weekly Pay Period Transition
11-month employee FAQ**

How will the move to bi-weekly payroll affect 11-month employees?

Staff with a .92 FTE appointment will continue to take one month of unpaid time, but it will be scheduled more consistently under the bi-weekly payroll.

Moving forward, a 0.92 FTE appointment will have **22 unpaid days** each fiscal year.

Why is this changing?

Benefits are calculated based on the number of pay periods worked, so it is important to know the number of pay periods you will be working.

What does this mean for scheduling time off?

Staff will need to plan their unpaid time off in a more structured way. .92 positions were typically created to have time off during non-academic months, so this should be considered moving forward.

What options do I have?

- **Option 1: Work 24 Pay Periods**
 - Take **2 full pay periods off** (typically during the summer months and within the same fiscal year)
 - Take the remaining 2 days within another pay period. These dates must be pre-planned and communicated with HR.
 - This option most closely aligns with the traditional “one month off” model
- **Option 2: Work All 26 Pay Periods**
 - This could be limited hours during summer months, based on job needs and supervisor approval.
 - Time off must be taken in **4 full-work week (5-day) increments** with the remaining 2 days within another pay period. These must be pre-planned and communicated with HR.
 - These weeks must be **planned in advance** and cannot occur within the same pay period so that any benefits cost are covered.

What should I do next?

Staff should work with their supervisor to determine which option best supports their role and departmental needs while meeting payroll and benefit requirements. Please notify HR by May 27 of your planned schedule.