

General Questions

Who is affected by this change?

All non-exempt, hourly positions will be affected by this change. It includes regular appointments and temporary, interim and other positions being paid hourly.

Why is Whitworth making this change?

This change aligns the workweek, timecards and payroll processing into a consistent cycle, creating a more predictable schedule and a stable processing window. It also improves payroll accuracy, reduces administrative burden for employees and supervisors, and supports a more reliable overall payroll process.

What is changing?

- Number of pay dates moves from 24 to 26 paychecks annually.
- The Whitworth workweek will move to Monday to Sunday.
- Pay periods become more consistent (about 80 hours).
- Timecards shift to weekday deadlines.
- Deductions are spread across more pay periods.
- Start and end dates for nine-, 10- and 11-month employees may change.

What is not changing?

- Hourly rates
- Total annual pay
- Benefit eligibility

When will this take effect?

The new payroll schedule will begin **May 30, 2026**, with a one-time transition week to align with the new workweek.

What is the “transition week”?

- To accommodate the one-time shift in Whitworth’s defined workweek, a transition week will be implemented. This transition period will extend to nine days (instead of the standard seven-day workweek) and will run from May 30 through June 7.
- During this transition period, overtime will continue to be calculated based on hours worked over 40 in this week.
- Beginning June 8, the workweek will return to a standard seven-day schedule under the new structure.

Pay & Paychecks

Will my pay change?

Your overall pay will not change, as your hourly rate will remain the same. The primary difference is that under a biweekly schedule, you will have a more consistent 80-hour pay period (based on FTE), rather than variable pay periods that may include 72, 80, 88 or 96 hours depending on the calendar. As a result, your pay will be more consistent from period to period.

Will May 29 be the last pay date for the bi-monthly pay period?

No. Here is what the schedule will look like:

- Pay period May 1-15 will pay on May 29
- Pay period May 16-29 will pay on June 15 (this is the last pay date for bi-monthly pay periods)
- Pay period May 30-June 14 will be June 24 (this is the first pay period for bi-weekly pay periods)

Is there support available during the transition to biweekly payroll?

Yes. Whitworth is offering an optional transition advance to help employees manage any short-term cash flow impacts during the change.

How does the transition advance work?

Employees may request an advance equal to 10 to 40 hours of pay, based on their hourly rate and individual needs. The advance will be repaid automatically through payroll deductions spread evenly through Dec. 31, 2026.

What would repayment look like?

For example:

- 20 hours at \$20/hour = \$400 advance
- Repayment would be approximately \$29 per paycheck through the end of 2026.

Do I have to take the advance?

No. The transition advance is completely optional and only intended for employees who may need it.

Why are there more paychecks (26 instead of 24)?

Biweekly payroll follows a 14-day cycle, resulting in 26 pay periods per year instead of 24. Each full pay period will generally reflect 80 hours (based on FTE). For employees with appointments of less than 1.0 FTE, the number of pay periods will vary based on the length of the appointment. In general:

- Nine-month appointments: about 20 pay periods
- 10-month appointments: about 22 pay periods
- 11-month appointments: about 24 pay periods

These may include partial pay periods at the beginning or end of the appointment depending on start and end dates.

Will my paycheck amount be different?

Yes; slightly. Previously, the pay period could be anywhere between 72 and 96 hours. Moving to a biweekly pay period will mean that every pay period is 80 hours, and employees will continue to be compensated for the hours worked during the pay period.

Will overtime change?

No. Overtime eligibility remains the same. However, aligning pay periods with full workweeks will make overtime calculations clearer and more consistent.

When will I be paid?

You will be paid every other Wednesday, 10 days after the closing of the pay period.

Timecards & Workweek

When are timecards due?

Timecards and supervisor approvals will now be due on regular business days rather than weekends.

- Employee deadline: Every other Monday at 10 a.m.
- Supervisor approval deadline: Every other Tuesday at 8 a.m.

These deadlines may be adjusted when they fall on a university-observed holiday.

Why is the workweek changing?

Moving to a Monday-Sunday workweek aligns with the biweekly schedule and allows more time for payroll processing, review and correction.

Benefits & Deductions

Will my benefits change?

No. Your benefit coverage and eligibility will not change.

Will my benefit deductions change?

Your total annual benefit cost will remain the same; however, in general:

- For 12-month employees, deductions will occur over 26 pay periods.
- For 11-month employees, deductions will occur over 24 pay periods.
- For 10-month employees, deductions will occur over 22 pay periods.
- For nine-month employees, deductions will occur over 20 pay periods.

Do my leave accruals change?

Vacation and sick leave accruals are based on hours worked, so your accrual rate will not change. Because biweekly pay periods are more consistent (typically 80 hours), you may accrue slightly less leave in an individual pay period compared to longer semimonthly periods (such as 88 or 96 hours). However, with additional pay periods throughout the year, your total annual accrual will remain the same.

Documents You May Want to Review or Update

Because your paycheck amount and frequency will change, you may want to review the following:

- Tax Withholding (W-4)
 - You may wish to adjust your voluntary federal and state tax withholding to reflect 26 pay periods vs. 24, especially if you are having an additional amount taken out for each pay period. Please take a look at your pay advice to see what, if any, additional withholding may be taken out of each paycheck.
- Retirement Contributions
 - Since employees typically contribute a percentage from each pay period, it is unlikely you'll need to make changes. However, if you have a specific goal in mind outside of the requirements of the plan, you may want to review your contributions.
- Health Savings Account (HSA)
 - Annual contribution limits do not change.
 - Voluntary contribution will be spread across 26 pay periods instead of 24, so you may want to review your current contribution and make any necessary changes.
 - Review to ensure you stay within IRS limits.

- Flexible Spending Accounts (FSA)
 - As open enrollment begins, any contributions to an FSA will be spread across 26 pay periods instead of 24.

- Direct Deposit
 - If your current direct deposit includes fixed dollar amounts allocated to different accounts for each pay period, you may want to review and adjust those allocations as needed since these will be deducted over 26 pay periods instead of 24.
- Any Other Deductions
 - We would advise that you look at your pay advice for any other potential voluntary deduction that may need to be changed. This could include charitable gifts.

What if I have a loan that I'm repaying through payroll deduction?

HR will work with the appropriate parties to re-amortize the loan based on the updated number of pay periods. This ensures your repayment schedule remains consistent under the new biweekly payroll structure.

Other Questions

Will this affect exempt (salaried) employees?

No. This change only applies to hourly (non-exempt and student) employees.