The Office of State Finance will transition to bi-weekly payroll on January 1, 2013

Effective July 1, 2012, all new hires will be paid bi-weekly with the exception of HB1304 transfers

How can bi-weekly payroll help employees?

- Receive a paycheck every other week instead of one time each month
- Approved comp time, overtime and shift differential will be reflected on the regular paycheck
- Save money on interest charges by making bi-weekly payments
- No minimum leave balance will be required to remain on regular payroll

Agency advantages of bi-weekly payroll

- Fewer payroll errors if employees are paid on a bi-weekly lag payroll versus a monthly anticipatory payroll
- No minimum leave balance will be required to remain on regular payroll

Fewer payroll errors & no minimum leave balance = happier employees

Converting Monthly Pay to Bi-weekly Pay

Monthly Salary X 12 = Annual Salary

Annual Salary / 26 = Bi-weekly Salary

Example: employees monthly salary is $4,000.00

$4,000.00 X 12 = $48,000.00

$48,000 / 26 = $1846.15

Payroll Conversion Bank

House Bill 1111 allows state agencies to create an employee payroll conversion bank to provide a one-time payment to an employee to bridge the gap in pay dates when transition from a monthly to bi-weekly pay schedule.

Payroll Conversion Bank

Employees have the option to “bank” up to 80 hours of leave processed on a special payroll to be paid on January 18, 2013 in order to ease the financial impact of this transition.

Payroll Conversion Bank

The banked leave may be any combination of annual, compensatory leave, or sick leave with a maximum of 40 hours of sick leave. The total cannot exceed 80 hours.

Benefit Allowance and Insurance Deductions

To minimize insurance premium discrepancies throughout the year, the first benefit allowance and insurance premium payments will also be processed on the January 18, 2013 payroll. This will reduce the chance of an insurance premium audit for most employees.

Important Dates

December 31, 2012 - - main payroll payday for December 1–31, 2012

January 11, 2013 - - supplemental payroll payday for December 1-31, 2012

Important Dates

January 18, 2013 - - banked leave payout and 1st insurance benefit allowance and premiums

January 25, 2013 - - partial bi-weekly payroll payday for January 1-12, 2013

February 8, 2013 - - full bi-weekly payroll payday for January 13-26, 2013

January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 30	Dec 31 Payday Final monthly check (Dec 1st – 31st)	1-New Year's Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Payday (Banked Leave Payout and Insurance)	19
20	21-Martin Luther King Jr. Day	22	23	24	25 Payday Jan 1st – 12th (72 FT hours)	26
27	28	29	30	31	Feb 1	Feb 2

February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 27	Jan 28	Jan 29	Jan 30	Jan 31	1	2
3	4	5	6	7	8 Payday Jan 13th – 26th (80 FT hours)	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Payday Jan 27th – Feb 9th (80 FT hours)	23
24	25	26	27	28	Mar 1	Mar 2

2013 Bi-weekly Pay Periods

SCHEDULE OF 2013 BIWEEKLY PAY PERIODS

Pay Period Dates			
Begin Date		End Date	Pay Date
Dec 30, 2012	-	Jan 12, 2013	1/25/2013
Jan 13	-	Jan 26	2/8/2013
Jan 27	-	Feb 09	2/22/2013
Feb 10	-	Feb 23	3/8/2013
Feb 24	-	Mar 09	3/22/2013
Mar 10	-	Mar 23	4/5/2013
Mar 24	-	Apr 06	4/19/2013
Apr 07	-	Apr 20	5/3/2013
Apr 21	-	May 04	5/17/2013
May 05	-	May 18	5/31/2013
May 19	-	Jun 01	6/14/2013
Jun 02	-	Jun 15	6/28/2013
Jun 16	-	Jun 29	7/12/2013
Jun 30	-	Jul 13	7/26/2013
Jul 14	-	Jul 27	8/9/2013
Jul 28	-	Aug 10	8/23/2013
Aug 11	-	Aug 24	9/6/2013
Aug 25	-	Sep 07	9/20/2013
Sep 08	-	Sep 21	10/4/2013
Sep 22	-	Oct 05	10/18/2013
Oct 06	-	Oct 19	11/1/2013
Oct 20	-	Nov 02	11/15/2013
Nov 03	-	Nov 16	11/29/2013
Nov 17	-	Nov 30	12/13/2013
Dec 01	-	Dec 14	12/27/2013
Dec 15	-	Dec 28	1/10/2014

In the interim . . .

- Review personal budget situation and determine income needs based on a bi-weekly pay schedule
- Attend a personal budgeting seminar hosted by the Oklahoma Employees Credit Union
- Contact creditors to adjust payment dates. The agency will provide a letter to creditors that details the payroll conversion changes
- Review current tax withholdings to determine if changes are necessary

Human Resources Contacts

Jamie Bush, HR Coordinator - jamie.bush@osf.ok.gov or 405-521-6755

Diane Crabbe, HR Specialist - dcrabbe@sib.ok.gov or 405-717-8792

Kristin Elsenbeck, HR Specialist - kristin.elsenbeck@osf.ok.gov or 405-521-6030

Rosangela Miguel, HR Coordinator - rosangela.miguel@osf.ok.gov or 405-521-6293

Jennifer Shockley, HR Coordinator - jennifer.shockley@osf.ok.gov or 405-521-3953

Wendy Simpson, HR Coordinator - wendy.simpson@osf.ok.gov or 405-521-3031

April Story, HR Coordinator - astory@sib.ok.gov or 405-717-8734

Carrie Towery, HR Director - carrie.towery@osf.ok.gov or 405-522-0264