Q: How many checks will I receive in one year if I am paid bi-weekly?
A: Employees will receive 26 checks per year.

Q: When are my paydays?
A: Every other Friday unless the payday falls on a holiday. In the event of a holiday on payday, employees will be paid on the last working day prior to the holiday. Please review the FY13 Schedule of Biweekly Pay Periods that was distributed in the bi-weekly transition packet.

Q: Will my biweekly check be one-half of my monthly check?
A: No. You will get two bi-weekly checks per month with the exception of two months per year when you will get three checks. Your take home pay for the months with two pay periods will be a little less than it was on a monthly schedule; however, you will receive the same annual salary.

Q: Will my rate of pay change?
A: No, your annual salary will remain the same. To convert your monthly pay to bi-weekly pay, multiply your monthly salary x 12 months to equal your annual salary. Divide your annual salary by 26 to arrive at your bi-weekly salary.

Monthly Salary X 12 = Annual Salary

Annual Salary / 26 = Bi-weekly Salary

Q: I usually get a separate check for overtime, when will I be paid?
A: Any payables such as overtime, shift differential, and longevity will be paid on the regular check for the pay period in which the monies are earned.

Q: Do all my hours have to be entered in Timesheet to be paid?
A: Yes. Once on the biweekly payroll, you will be on “positive pay”, meaning there must be hours entered to pay, including holidays. Employee Timesheet entry is due Monday by close of business for the previous week each week.

Q: Will I need to update my direct deposit?
A: Employees will not need to make changes to direct deposit for the bi-weekly payroll conversion; however, employees may request to make changes to his/her direct deposit at any time. Please contact the OMES Payroll Unit to request a new direct deposit form.

Q: Will I need to make any changes to my tax withholdings?
A: Employees may need to make changes to tax withholdings for the bi-weekly payroll conversion, though it is not required. Generally, withholdings are calculated as a percentage of pay and the same amount will be deducted on an annual basis. However, if you are currently having an additional $ amount withheld for federal and/or state, you may want to change those amount(s) for a biweekly paycheck. Employees may request to make changes to his/her tax withholdings at any time. You may contact the OMES Payroll department to

request a new W-4 form. For additional information on completing Form W-4, please refer to Publication 505 on the IRS website at http://www.irs.gov or visit with a tax advisor.

Q: How will contributions for insurance premiums, flexible spending, retirement and deferred compensation be affected?

A: Your contributions for these and any other payroll deductions such as credit unions, garnishments and child support will be converted to bi-weekly by multiplying the monthly amount x 12 months to equal the annual amount, then dividing the annual amount by 26 pay periods to get a new pay period deduction. This will also be true for your benefit allowance and deferred compensation incentive payment. The annual amounts will not change.

Q: Will I need to contact the Voluntary Payroll Deduction vendors, such as my credit union, DHS for child support, or other contacts for additional payroll deductions and change the amounts before the conversion?

A: No. All deductions, voluntary and involuntary, will be converted the same as above through system conversion and manual conversion in the Payroll Unit. Changing the amounts to a biweekly amount before the conversion may cause the amount to be converted again, resulting in incorrect payments made.

Q: Will this affect how I accrue leave and receive monthly leave statements?

A: Annual and Sick Leave is accrued based on the number of compensated hours per pay period. The hourly rate of leave accrual will not change. You will accrue leave corresponding to each pay period and will receive bi-weekly leave statements with your bi-weekly earnings statement. The annual amounts will not change.

Q: Am I required to sell my leave for the conversion?

A: No. The “gap payment” is an option to assist employees financially during the conversion from monthly to biweekly by allowing them to sell up to 80 hours of compensatory time, annual, or sick leave (maximum 40 sick). No payment will be made for accrued hours without the employee electing to do so on the conversion form.

Q: When will my hours be deducted from my leave balances if I choose to sell my hours for the gap payment?

A: The hours will be deducted shortly after the final monthly payroll is processed before the conversion, so you must maintain your hours leading up to the conversion in order to be paid for them.

Q: How can I prepare for the change?

A: - Review when your bills are received and the actual due dates. You may decide to reschedule bill due dates so they are spread evenly among two pay periods each month.

- Contact banks and credit unions for assistance in determining if payment schedules can be changed.

- Review any automatic drafts that are scheduled to come out of your checking or savings account to see if you need to reschedule the draft dates.

- Attend a scheduled biweekly budgeting seminar hosted by Oklahoma Employees Credit Union.

Q: What if I need additional financial assistance?

A: OMES has partnered with the Oklahoma Employees Credit Union to provide additional financial assistance. Employees should contact the OECU at (405) 606-6328 or (877) 677-6328 for information.

Q: Who can I contact for more information?

A: You may contact any member of the HCM team listed below.

Human Resources

Jamie Bush, HR Coordinator, jamie.bush@omes.ok.gov, (405) 521-6755

Kristin Elsenbeck, HR Specialist, kristin.elsenbeck@omes.ok.gov, (405) 521-6030

Jennifer Shockley, HR Coordinator, jennifer.shockley@omes.ok.gov, (405) 521-3953

Carrie Towery, HR Director, carrie.towery@omes.ok.gov, (405) 522-0264

Payroll – Payroll.Service@omes.ok.gov

Lyndsey States, Payroll Specialist, (405) 521-6292

Toyna Holman, Payroll Lead, (405) 521-2172

Carol Fletcher, Payroll Specialist, (405) 522-0365

Kathy Haney-Crabb, Payroll/Shared Services Manager, (405) 522-0004