UCB – Biweekly Pay Conversion Quick Facts

**For Exempt Employees Converting to Non-Exempt and a Biweekly pay cycle**

 Below is a list of important biweekly transition dates and corresponding events or activity taking place.

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| **11/18/2016** | Sign off on monthly timecard |
| **11/20/2016** | You are officially a non-exempt employee, please login to CalTime and record your time worked on your current timecard. |
|  | http://caltime.berkeley.edu/access |
| **12/1/2016** | Last partial monthly paycheck for pay period 11/1-11/19  |
|  | Full December benefit/deductions taken |
| **12/02/2016** | Review and approve your timecard in the CalTime timekeeping system for time worked during 11/20-12/03 |
|  | Remember you must report time in order to be paid |
| **12/14/2016** | 1st Biweekly Pay date for time recorded during pay period 11/20-12/03 |
|  | ½ of January Benefit/Deductions taken |
| **12/28/2016** | 2nd Biweekly Pay date for time recorded during pay period 12/04-12/17 |
|  | ½ of January Benefit/Deductions takenEligible employees will accrue vacation and sick leave at the conclusion of this pay period for time worked during pay periods 11/20-12/03 and 12/04-12/17 |

What is changing on 11/20/16?

* You will be paid an hourly rate
* You will be paid up to 80 hours (plus any overtime), every other Wednesday
* You will be paid 26 paychecks per year
* Your paycheck will have ½ of your monthly benefits premiums deducted
* You will accrue vacation/sick leave based on a “factor” accrual rate every 4 weeks in arrears
* You will use [caltime.berkeley.edu](http://caltime.berkeley.edu/) to record your time worked and leave taken and approve your timecard every two weeks on a biweekly basis.

Helpful Resources:

* **FLSA Change:** Visit <http://hr.berkeley.edu/compensation-benefits/compensation/flsa-fall-2016> or your manager or supervisor for more information.
* **CalTime Timecard Approval Deadlines:** <http://caltime.berkeley.edu/non-exempt-timecard-deadlines-2015>
* **Factor Accruals:** <http://controller.berkeley.edu/exempt-employee-transition>

**Berkeley Human Resources FLSA Website**

(Resources) <http://hr.berkeley.edu/compensation-benefits/compensation/flsa-fall-2016/flsa-resources>

(General FAQs) <http://hr.berkeley.edu/faq/flsa-general>

**CalTime Training & Resources**

(Employees) <http://caltime.berkeley.edu/training/nonexempt>

(Supervisors) Delegations: <http://caltime.berkeley.edu/help/how-delegate-supervisor-tasks>

(Supervisors) Change meal break default: <http://sharedservices.berkeley.edu/pdf/Job-Change-Form.pdf>

(CalTime FAQs) <http://caltime.berkeley.edu/faq-page>

(Biweekly Pay Calendar) <http://controller.berkeley.edu/non-exempt-employee-transition>

**Compensatory Time Off**

(PPSM employees) <http://hr.berkeley.edu/policies/policies-procedures/ppsm/CTO>

(UPTE employees) <http://hr.berkeley.edu/labor/forms-letters>

(Supervisors) <http://sharedservices.berkeley.edu/> (Submit a Ticket)

**Financial Assistance Programs**

 (3rd Party Emergency Loan Programs)

* <http://www.usecu.org/home/loans/personal-loans/emergencyloan>
* <https://www.ucu.org/emergency/>

**For questions call CSS First Contact 510-664-9000 (Option 3)**