

ADP Bi-weekly Payroll Timeline

The Payroll Office would like to inform you about an upcoming change in our payroll schedule. On (n o) 1E nut bo

-12/9/23	12/15/23	Due to payroll processing time entry will need to be estimated for 12/7/23-12/9/23. Please note time clocks and ADP time entry will be locked on 12/17/23 for payroll processing.
12/10/23-12/30/23	1/5/24	

Frequently Asked Questions

1. How do I access the payroll schedule?

You can access the payroll schedule on www.workforcenow.adp.com portal under "Important Announcements" or on the www.kysu.edu payroll page.

2. Why are we moving from monthly to bi-weekly?

Due to the overwhelming requests, and after approval from Dr. Akakpo, the decision was made to transition to a biweekly pay schedule.

Bi-weekly payments often provide a more regular and predictable flow of income. This change is designed to offer you improved financial planning and stability.

3. How is my salary effected?

Your pay will still be calculated based on your current salary. There will be no changes to your compensation structure.

4. What can I anticipate as the approximate amount on my first bi-weekly paycheck moving from a monthly payroll?

To calculate an estimate of your bi-weekly paycheck, please follow these steps:

Click on the following link to access the calculator:

<https://www.adp.com/resources/tools/calculators/salarypaycheckcalculator.aspx>

On the calculator page, make sure to select "bi-weekly" as the pay frequency.

Enter all the required information, including federal taxes, state or territory taxes, and benefits.

For benefits, please ensure that you enter half of the actual amount. For example, if your monthly health contribution is \$30, enter \$15 to maintain accuracy.

Please note that while this website might not provide a completely precise bi-weekly pay calculation, it will give you a general idea of what to anticipate when transitioning from a monthly to a bi-weekly pay frequency.

5. How will I access my pay statements?

Your payroll information and access to your payment statements will continue to be available through www.workforcenow.adp.com

6. How does this affect my deductions?

Your deductions will no longer be divided into 12 pays, they will now be divided over 24 pays.

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