

Prepare for the transition from a monthly to semimonthly payroll schedule

June 9, 2022

We are excited to announce, beginning in August 2022, you will be paid semimonthly rather than on a monthly basis. This change in pay frequency is in conjunction with a move to electronic time keeping using ADP's Workforce Manager timekeeping system.

What Does This Mean

1. Your salary and benefits will be split evenly between the two paychecks each month.
2. Effective August 1st you do not have to complete a paper timesheet. See below for more information and details about training.
3. Your last full monthly paycheck will be July 22, 2022 which includes accounting for your time off in June
4. Semimonthly pay will be the 15th and last day of each month, or if these days fall on a weekend, the Friday before.
5. Your first semimonthly paycheck will be on August 15, 2022

What Do I Need to Do?

1. You will need to submit your July timesheet to Disbursements by August 1, 2022 so that your vacation balance can be adjusted accordingly. Please note, this may take one or two pay cycles before it is up to date.
2. For those of you who split your pay disbursement between more than one bank account, you should complete a new **direct deposit form** for Disbursements. For example, if you have a *flat amount* of \$250 per pay (currently per month) you will now have \$250 per pay (which is \$500 per month) to a specific bank account if you do not complete new paperwork.
3. Now that you have done your taxes for this year, you should review your **W-4** and any additional tax withholdings keeping in mind the new pay frequency. The payroll system will automatically adjust your tax withholdings based upon the change to the semi-monthly payments *but any flat dollar amount you wish to be deducted in each pay will now be taken from each pay*
4. **Review your current pay stub in anticipation of the change.**

5. Review your paystubs starting August 15,2022 to better understand the changes.

These forms are available on the Disbursements page on [Rider.edu](https://www.rider.edu).

All changes must be submitted to Disbursements (disbursements@rider.edu) no later than June 24, 2022 to be reflected in the August 15, 2022 pay.

You don't need to do anything for your benefits deductions, TIAA contributions, garnishments or other withholdings, including but not limited to:

- Medical, dental, vision and voluntary life insurance plan deductions
- Contributions to a Health Savings Account (HSA)
- Health Opt-Out incentive payments received
- Charitable contributions made through payroll deduction, including Partners in Giving and others
- Deductions for campus fees and recreation memberships
- TIAA pension plan deductions
- Garnishments

With the new pay schedules, most benefits deductions will be split evenly over the two paychecks each month, including deductions for benefits such as health, dental, vision, and life insurance. An employee's coverage under the various benefits plans will not change.

Your TIAA contributions are based upon a % of your wages so your semi-monthly contribution will automatically adjust and be paid to TIAA twice each month.

RESOURCES AND ASSISTANCE

Employees who would like to prepare for the change to a semimonthly payroll schedule have access to a number of online resources. The [Disbursements page](#) on my Rider offers links to payroll calendars and other information and forms.

Employees are also welcome to attend upcoming training sessions offered by Payroll and Human Resources. Each will provide an opportunity for all employees to learn more and ask questions. Training will cover the new ADP time recording system for both employees and their managers.

Advance registration is not required, and a recording of a session will be available on the Disbursement webpage for on-demand viewing soon after each event:

- Wednesday, July 6 at 2:00 PM
 - o Zoom Link:
<https://www.google.com/url?q=https://rider.zoom.us/j/98880976572?pwd%3DMTU5Y1U4MC9QemYzSmZjNHhaQlBlQT09&sa=D&source=calendar&ust=1655222349904571&usg=AOvVaw0-y7EYPvH4NkBRgfoCCx0E>

- Monday, July 11, 2022 at 2:00 PM

- o Zoom Link:

-

- <https://www.google.com/url?q=https://rider.zoom.us/j/93903466007?pwd%3Dbk4wUnNjZmc1VHVTbmFNd3RObVJ0UT09&sa=D&source=calendar&ust=1655228849952630&usg=AOvVaw32GggPdjsFKGiDxBTSc03>

- Open House for in person Q&A

- o Tuesday, July 12, 2:00 PM – 4:00 PM Sweigart Hall Room 208 Board Room

AAUP Faculty and Adjuncts who do not submit timesheets now, will not be required to use the ADP Time and Attendance system.

However, if you manage a Student Employee, you will need to use the system to approve the student electronic timecards.