

Prepare for the transition from a semimonthly to biweekly payroll schedule

June 9, 2022

We are excited to announce, beginning in July 2022, you will be paid biweekly rather than on a semimonthly basis. This change in pay frequency is in conjunction with a move to electronic time keeping. Rider will be using ADP's Workforce Manager timekeeping system. There will be future communications on this dynamic system.

What Does This Mean

- This means you will be paid your annual salary over 26 payrolls vs. 24 payrolls.
- Two months out of the year you will receive three paychecks. This also means any overtime worked will be paid out in the same period without delay.
- Effective July 18, 2022 manual timesheets will be eliminated
- Your last semimonthly pay will be July 15, 2022 for the period July 1 – 15th. Your following pay period ending July 29th will be paid out on Friday, August 5th. Any last-minute adjustments to your final manual timesheet ending July 15th, should be submitted no later than Tuesday, July 19th to Disbursements@rider.edu to adjust your pay accordingly in the following pay period.

What Should I Do Now

- **Review your W-4 and Direct Deposit forms if they need to be changed before the transition. These forms are available on the [Disbursements page](#) on Rider.com.**
 - Your benefit deductions will continue to be taken out of 24 pays per year except for the following, which will be over 26 pays:
 - TIAA pension plan deductions
 - Garnishments
 - Taxable tuition remission.
- **Note this important change and budget yourself accordingly.**
- **Review your current pay stub in anticipation to the change.**

Where to find resources and assistance

Employees who would like to prepare for the change to a biweekly payroll schedule have access to a number of online resources. The [Disbursements page](#) on MyRider offers links to payroll calendars.

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 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%3DMTU5Y1U4MC9QemYzSmZiNHhaQlBlQT09&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=AOvVaw32GggPdjsFlKGiDxBTSc03>

- Open House for in person Q&A
 - o Tuesday, July 12, 2:00 PM – 4:00 PM Sweigart Hall Room 208 Board Room