



# Preparing for Biweekly Pay

*Meeting-in-a-Box for People Leaders*

**YOUR PAY** 💰  
📅 *new way*



# Tools to Support Your Team Through the Transition

- Use this meeting-in-a-box to:
  - Understand how you can support your **hourly employees currently paid biweekly** through the transition to a biweekly pay schedule.
  - Share the details of the transition quickly, easily and consistently.
- More info can be found on the Total Rewards & Benefits Portal
  - Beginning August 31st, go to the benefits portal, click on the Your Pay New Way banner, and you will be redirected to the page outlining all resources and support tools.
  - You can also find [this message from Marie Esposito](#), Director of Enterprise Payroll and Tax, introducing the upcoming changes
- You don't need to be a payroll expert! To save time and to make sure everything is correct, refer employee questions to:
  - Portal Resources
  - Payroll professionals in HR Shared Services at [HRSS@thgrp.com](mailto:HRSS@thgrp.com)
  - Your local HR leader
- Thank you! The following slides are for you to share with your team.



# We are moving to biweekly pay. Today we will review:

- What is happening and when
- Who will be affected
- Why and why now
- Now what? Start planning!

# What is happening and when: employees currently paid biweekly\*

- We will start being paid on a standard biweekly pay schedule
- Hourly wages, taxes and various deduction elections are not changing
- See the calendar to the right for key dates to know during this transition!

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

JAN 11 First full paycheck for employees already paid biweekly and moving to the standard biweekly pay schedule. Medical benefit premiums will be paid by The Heritage Group.

Also first biweekly paycheck for employees previously paid semi-monthly. This is a one-week paycheck for the pay period of 12/31/23 – 1/6/2023. Medical benefit premiums will be paid by The Heritage Group.

JAN 25 First full biweekly paycheck for employees previously paid semi-monthly.

FEB 8 Last weekly paycheck for employees paid weekly.

FEB 22 First biweekly paycheck for employees previously paid weekly. Medical benefit premiums will be paid by The Heritage Group.

\*For work locations where bargaining unit employees are represented by a union, the union contract controls in the event that this information may differ from the union contract.

# Example Transition: Adam, Technician

*Hourly – biweekly today shifting paycheck dates*

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Adam makes **\$24.04 per hour** or **\$50,003.20** per year at 40 hours per week. Adam is currently paid bi-weekly and will shift paycheck dates in December 2023.

**Last biweekly paycheck on current check dates: \$ 1923.20 gross pay for 80 hours**

- Normal benefit and general deductions

**One week pay to move to new check date cycle: \$961.60 gross pay for 40 hours**

- No benefit deductions will be paid
- 401k will be paid as usual unless the employee requests otherwise
- All general deductions and garnishments will be paid

**First full biweekly paycheck on new check date cycle: \$1923.20 gross pay for 80 hours**

- Normal benefit and general deductions EXCEPT there will be no medical benefit premium deducted. THG will pay the medical benefit premium for this check to help employees through the transition.

**Second biweekly paycheck on standard pay schedule: \$1923.20 gross pay for 80 hours**

# Who will be affected

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- **All hourly employees** (including some unions)\* will move to biweekly pay by late February 2024. Union employees will transition as contract negotiations and state requirements allow.
- All salaried employees will move to biweekly pay in January 2024.
- *We are in this together!*

\*For work locations where bargaining unit employees are represented by a union, the union contract controls in the event that this information may differ from the union contract.

# Why and why now



Our growth over 92 years has created a complex payroll system that requires near-daily operation. It's an inefficient system with too much room for error.



We face fierce competition for great people. To attract and retain the best talent, we need to prioritize accurate pay and use a standardized pay schedule.



Streamlining payroll supports our future growth and success. All our employees – today and long into the future – are better served by efficient, scalable payroll.



We're committed to supporting you through this transition. That includes offering resources and support through the Total Rewards and Benefits Portal.

# Now what? Start planning!

- Check dates and amounts of automatic/electronic payments
- Use the planning checklist you received in the mail in late August.
- Visit the Total Rewards & Benefits Portal, Your Pay. New Way. page to access resources + planning tools.
- Reach out to HR Shared Services with Questions: [HRSS@thgrp.com](mailto:HRSS@thgrp.com)

The image shows two overlapping screenshots from the Total Rewards & Benefits Portal. The top screenshot is the 'Pay' page, which features a yellow header with the word 'Pay' and a sub-header 'YOUR PAY \$ new way'. Below this, there is a message about adapting to new ways of working and a 'Your next step? Start planning!' call to action. Two buttons are visible: 'Employee Self-Service' and 'Questions? HR Shared Services'. The bottom screenshot is a 'Your Planning Checklist' document titled 'Your Planning Checklist YOUR PAY \$ new way For a Smooth, Hassle-Free Transition'. It contains a list of seven checklist items with checkboxes, providing instructions on how to prepare for the transition to biweekly pay. The document also includes contact information for HR Shared Services and the date 'AUGUST 2023'.





# For help with your specific situation:

- Check the portal resources
- Reach out to HR Shared Services: [HRSS@thrgp.com](mailto:HRSS@thrgp.com)
- Talk to your local HR leader



**Thank You!**