



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 salaried employees 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
 - 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: salaried employees

- We will start being paid every other week on Thursdays, 26 (vs 24) times per year, i.e. – biweekly, in early 2024.
- Salaries will not change. Per paycheck amounts (earnings and deductions) will be adjusted, based on 26 paychecks per year.
- This means less gross pay per paycheck but more paychecks per year.
- This introduces a 5-day lag of when the pay is received after the end of a pay period.
- The transition for salaried employees will occur in January 2024. See the calendar to the right for key dates!

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.

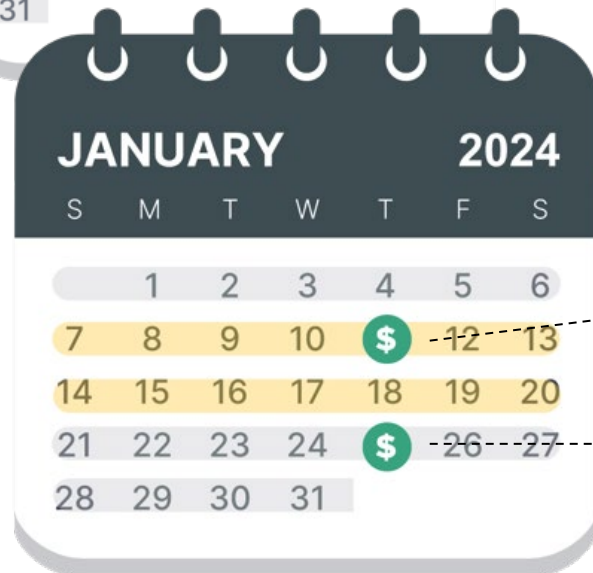
Example Transition: Molly, Coordinator

Salaried – semi-monthly moving to biweekly



Molly makes \$50,000 annually paid out semi-monthly. She will transition to a biweekly pay frequency in January of 2024.

Last semi-monthly paycheck: \$2083.33 gross pay for ½ month



First biweekly paycheck: \$961.54 gross pay for 1 week

Second biweekly paycheck: \$1923.08 gross pay for 2 weeks

Quick Math: Molly, Coordinator

	Semi-monthly	Biweekly
Annual salary	\$50,000	\$50,000
# paychecks / year	24	26
Gross* pay/ paycheck	\$2,083.33	\$1,923.08

Will this change mean more federal taxes are deducted from employee paychecks?

- Federal taxes are still based on gross annual earnings and on the answers employees provided on current W-4s on file.
- More information on federal income tax withholding methods can be found at <https://www.irs.gov/pub/irs-pdf/p15t.pdf>.

Who will be affected

- **All employees** (including some unions)* will move to biweekly pay by late February 2024. Union employees will transition as contract negotiations and state requirements allow.
- *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

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
- Talk to your local HR leader



Thank You!