

# ALLEGHENY COLLEGE™

## Payroll Checklist Preparing for Bi-Weekly Payroll

If you are currently paid monthly, you will soon be paid on a biweekly schedule. Exact date for the transition to bi-weekly payroll will be announced forthcoming.

This checklist can help you get ready for the transition. Now is the time to plan ahead.

- ✓ Review your personal budget based on 26 pays annually versus 12 pays annually
- ✓ Add payroll check dates to your calendar
- ✓ Review automatic Bill Payments to determine if changes need to be made
- ✓ Contact companies to change your automatic bill payments, if needed
- ✓ Consider garnishments and how this will change based on 26 pays
- ✓ Review tax withholding elections and make necessary W4 changes by June 21
- ✓ Direct Deposit adjustments: if your direct deposit is set up so that flat dollar amounts are deposited into multiple accounts, you should review these amounts to determine if changes need to be made
- ✓ Health Savings contribution changes can be made during Open Enrollment
- ✓ Review your retirement contributions and make any changes based on 26 pays vs 12 pays
- ✓ Visit the Department of Human Resources for assistance

Any changes to your W4, Direct Deposit, and Retirement Contribution, must be completed by June 21, 2024.

Forms are located in the Office of Human Resources or on the [HR website](#)

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## **Step 1: Update your calendar**

- Save a copy of the [2024 Pay Schedule](#)
- Really like to look ahead? View the [2025 Pay Schedule](#)
- Use a paper, computer or phone calendar to mark the biweekly pay dates throughout the year.

## **Step 2: Estimate biweekly pay amounts**

- Using information from current pay statements, estimate your biweekly pay amount, using this link: [Take Home Calculator](#)
- Benefits and wage deductions will be split between checks. Most deductions for benefits will be divided evenly between the first two pay periods of each month. In months when there are three pays, benefit deductions will not be taken from that third pay period with the exception of our TIAA 403(b) as well as garnishments in some cases.

**Step 3:** Record biweekly pay amounts on your computer or phone calendar to use the calendar as a cash-flow tracker. You may also want to download a fillable bill calendar to keep track of money in and money out. Here is one to consider using, but there are many resources available online: [Bill Calendar](#)

**Step 4: Review any regular automatic payments** from your checking/savings account, such as loans or utility payments, and the date of the month they are taken out of your account.

- Contact your creditors if you would like to change payment dates of monthly bills to make sure they match with the new pay dates. Some creditors are happy to change dates and other creditors are not flexible. It's always a good idea to ask.

## **FORMS**

Can be found through this link: [Payroll](#)