



We are pleased to announce that starting July 1, 2024, payroll will be converted from monthly to bi-weekly for all staff and faculty. All employees converting to biweekly should visit the Human Resources payroll page for a transition checklist, important forms, and the full biweekly pay schedule:

<https://sites.allegheny.edu/human-resources/payroll/>.

- For those currently paid monthly, you will receive your full June paycheck on June 28, 2024.
- For anyone that would like to make changes to their W-4 tax deduction or direct deposit allocation amount updates, you have until July 8 to do so. Forms can be found at the link above. Current allocations will be taken out of every paycheck, so be sure to adjust as needed.
- Student payroll will not change.

Below are the pay dates and paycheck values (in weeks of pay) starting July 1. Please use this as a reference to assist you in planning for the transition. Note that in the first 6 weeks, employees will receive 4 paychecks / 7 weeks of pay. Paychecks will then follow the schedule found at the link above.

The First Six Weeks		
Pay Period	Pay Date	Check Value
7/1 – 7/6	Friday, July 12	1 week
7/7 – 7/20	Friday, July 26	2 weeks
7/21 – 8/3	Friday, August 9	2 weeks
8/4 – 8/17	Friday, August 23	2 weeks

We understand that a payroll change can be somewhat challenging to navigate, and our goal is to support you throughout the planning process. If there are any

financial gaps that occur for you in the first few payroll cycles, we will offer payroll advances to support you. Contact the Office of Human Resources to discuss this opportunity, if needed.

The Office of Human Resources maintains an open door policy, without need for an appointment. Please reach out with questions at any time at [814-332-2312](tel:814-332-2312).