# Monthly to Biweekly Transition for Nonexempt Employees

## Current Process

**July 1-31**

**Aug. 1-31**

Check date Aug. 31

Paid for regular time Aug. 1 - 31

**BUSINESS AS USUAL**

Paid for July overtime, shift differentials, etc.

Process July vacation, sick, other leave

## Transition

**Sept. 1-26**

**Sept. 27 - Oct.10**

Check date Sept. 30

Paid for regular time Sept. 1 - 26

Check date TBD

Check date Oct. 23

Paid for hours worked Sept. 27 - Oct. 10

Paid for Aug. overtime, shift differentials, etc.

Process Aug. vacation, sick, other leave

Paid for *Sept. 1 - 26* overtime, shift differentials, etc.

Process *Sept. 1 - 26* vacation, sick, other leave

Paid for *Sept. 27 - Oct. 10* overtime, shift differentials, etc.

Process *Sept. 27 - Oct. 10* vacation, sick, other leave

**Pay transition payment**

## Ongoing

**Oct. 11-24**

Check date Nov. 6

Paid for hours worked Oct. 11 - 24

Paid for Oct. 11 - 24 overtime, shift differentials, etc.

Process Oct. 11 - 24 vacation, sick, other leave