Monthly to Biweekly Transition for Nonexempt Employees

Current Process

Dec. 1 - 31	Jan. 1 - 31
BUSINESS AS USUAL	Check date Jan. 29 Paid for regular time Jan. 1 - 31
	Paid for Dec. overtime, shift differentials, etc. Process Dec. vacation, sick, other leave

Transition

Feb. 1 - 27		Feb. 28 - March 13
Check date Feb. 26 Paid for regular time Feb. 1 - 27	Check date TBD	Check date March 26 Paid for hours worked Feb. 28 - March 13
Paid for Jan. overtime, shift differentials, etc. Process Jan. vacation, sick, other leave	Paid for ***Feb. 1 - 27*** overtime, shift differentials, etc. Process ***Feb. 1 - 27*** vacation, sick, other leave	Paid for ***Feb. 28 - March 13*** overtime, shift differentials, etc. Process ***Feb. 28 - March 13*** vacation, sick, other leave
	Pay transition payment	

Ongoing

March 14 - 27
Check date April 9 Paid for hours worked March 14 - 27 Paid for March 14 - 27 overtime, shift differentials, etc. Process March 14 - 27 vacation, sick, other leave