Monthly to Biweekly Transition for Nonexempt Employees

Current Process

July 1-31	Aug. 1-31
BUSINESS AS USUAL	Pay date Aug. 31 Paid for Aug. 1 - 31
	Paid for July overtime, shift differentials, etc. Process July vacation, sick, other leave

Transition

Sept. 1-26	Sept. 27 - Oct.10
Pay date Sept. 30 Paid for Sept. 1 - 26	Pay date Oct. 23 Paid for Sept. 27 - Oct. 10
Paid for Aug. overtime, shift differentials, etc. Process Aug. vacation, sick, other leave	Paid for ***Sept. 1 - Oct. 10*** overtime, shift differentials, etc. Process ***Sept. 1 - Oct. 10*** vacation, sick, other leave
Pay transition payment	

Ongoing

Oct. 11-24
Pay date Nov. 6 Paid for Oct. 11 - 24 Paid for Oct. 11 - 24 overtime, shift differentials, etc. Process Oct. 11 - 24 vacation, sick, other leave