GETTING READY FOR HOURLY EMPLOYMENT
RESOURCE GUIDE

👀 Steps to Take October 27th – October 30th

➢ Know what’s changing when—and what you need to do
  □ Check your September pay statement to determine any direct deposit and deduction adjustments you may need to update
  □ Check timing for any bill payments you make from your personal bank accounts which may need to be adjusted
    ○ The timing and amount of your paychecks will change
    ○ Electronic payments: You may need to change the date when payment is made to ensure you have funds available when the money comes out of your account

➢ Know how your pay is affected
  □ Your November 10th transitional paycheck will include less than what your biweekly paycheck will be going forward. Options available to help bridge this gap include:
    ▪ Allowing affected employees to “cash out” up to 48 hours in annual leave time
    ▪ Details will follow on when/how employees can apply for “cash out” of accrued annual leave
    ▪ Annual Leave “cash out” will be subject to 25% Federal Income Tax
    ▪ Annual Leave “cash out” will not be subject to TRS/ORP

  □ Your first regular biweekly paychecks for a full two period will be paid on November 25th

➢ Make sure you can access ADP/eTime
  □ Contact the Shared Services Center (1.855.214.2644) with any Password Reset issues

➢ Learn how to record your time online
  □ See provided instructions

➢ Review your August pay statement online
  □ See provided instructions

➢ Review your direct deposit
  The same amount you now have deposited from each monthly paycheck will be deposited on each bi-weekly paycheck.

  For example, if $200 is deposited from each monthly paycheck to your Savings Account, $200 will be deposited to your Savings Account on each bi-weekly paycheck.
  □ Contact Human Resources for form to update Direct Deposit Information
 Review your deductions
These deductions come out of each paycheck for amounts you set up and to pay for your benefits.

☐ Health Savings Account deductions: Please contact Human Resources for assistance.

✔ No action needed—deductions adjust automatically

- **Benefit premiums**—medical, dental, vision, etc.: Half of your monthly premium will be deducted from your [DATE] one-week paycheck and each biweekly paycheck after that.

- **Flexible Spending Account**: The amount coming out of your biweekly paychecks will be less than is deducted from your monthly check. But the total amount you are contributing for the year will not change.

- **Garnishments and liens**: Any amounts will adjust automatically for the new pay schedule.

- **Voluntary and General Deductions**: If you are currently making state charitable contributions, have parking/transportation deductions, meal plans, etc, those will be automatically adjusted as well.

 Review your tax withholding amount
If you are having additional money taken (withheld) from each monthly paycheck for federal or state taxes, the same amount will come out of your biweekly paychecks. You may want to change that amount so you are not withholding more than you intend.

☐ To change the tax withholding amount on your W-4, contact Human Resources

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☐ Check funds for bill payments from personal bank accounts
☐ Check your account balance before paying bill to prevent overdrafts/bank fees
☐ Know your time entry deadlines

 Additional information
☐ The USG FLSA Website is now live. The URL is [http://www.usg.edu/hr/flsa](http://www.usg.edu/hr/flsa)