



GGU Bi-Weekly Conversion General Information

Most topics not included here are covered in the extensive Conversion Information and Frequently Asked Questions available on the [State Employee Bi-Weekly Conversion page](#).

Along with all other SOA employees, GGU employees are converting from a semi-monthly (twice per month) payroll schedule to bi-weekly (every two weeks). This will go into effect June 1, 2020.

- The last semi-monthly pay period will be May 16, 2020 through May 31, 2020, with a scheduled payday of June 15, 2020.
- The first bi-weekly pay period will be from June 1, 2020 through June 14, 2020, with a scheduled payday of June 26, 2020.

Each bi-weekly pay period will be comprised of 75 hours for standard work schedules and most alternate workweeks. The standard full-time workday for GGU employees will remain seven and a half hours (7:30) per day.

Note: unique events and uncommon alternate workweek agreements may have different standard pay period hours, depending on the scenario.

Salaried employees who are overtime ineligible will remain salaried. Their bi-weekly salary will be calculated for 75 hours at their current annualized hourly rate.

- Employees can calculate their new bi-weekly by salary using the Biweekly Salary Conversion Calculator hosted on the [State Employee Bi-Weekly Conversion page](#).
- Or, using their current semi-monthly gross salary, they can use the following formula:
 - Divide semi-monthly salary 81.25 to the second decimal. This is the annualized hourly rate. Multiply this number by 75 to determine their bi-weekly salary.

Salaried employees who are overtime eligible will be converted to an hourly rate. Their bi-weekly hourly rate will be paid the same as their current annualized hourly rate.

- Employees can calculate their hourly rate by using the Biweekly Salary Conversion Calculator hosted on the [State Employee Bi-Weekly Conversion page](#).
- Or, using their current semi-monthly gross salary, they can use the following formula:
- Divide semi-monthly salary 81.25 to the second decimal. This is the annualized hourly rate, which is the same as the hourly rate. Typically, employees can expect to be paid their hourly rate multiplied by 75 each paycheck, due to the standard pay period hours totaling 75 hours.

This is how an employee's pay, following standard pay period hours, will typically look:

Rates		GGU Employee, Range 14, Step C, on GP 100 Salary Schedule						
Hourly:	\$24.70							
Salary:	\$1,852.50	Standard Workweek: Monday - Friday Schedule						
Week 1	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Hours:	7:30	7:30	7:30	7:30	7:30	RDO	RDO	37:30
Earnings:	\$185.25	\$185.25	\$185.25	\$185.25	\$185.25	\$0.00	\$0.00	\$926.25
Week 2	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Hours:	7:30	7:30	7:30	7:30	7:30	RDO	RDO	37:30
Earnings:	\$185.25	\$185.25	\$185.25	\$185.25	\$185.25	\$0.00	\$0.00	\$926.25
								\$1,852.50

Semi to Bi-Weekly Earnings Comparison:

With semi-monthly: \$2,007.00 x 24 = \$48,168.00 would be earned 1/1/21 - 12/31/21.

With bi-weekly: \$48,350.25 would be earned (261 weekdays x 185.25) in the same period.

This is how an employee's pay, following common alternate workweek hours, will typically look:

Rates		GGU Employee, Range 14, Step C, on GP 100 Salary Schedule							
Hourly:	\$24.70								
Salary:	\$1,852.50	Alternate Workweek, Friday Split at 10:30							
Week 1	Sat	Sun	Mon	Tue	Wed	Thu	Fri (up to 10:30)	Total	
Hours:			8:30	8:30	8:30	8:30	3:30	37:30	
Earnings:			\$209.95	\$209.95	\$209.95	\$209.95	\$86.45	\$926.25	
Week 2	Fri (after 10:30)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Hours:	5:00	RDO	RDO	8:30	8:30	8:30	7:00	RDO	37:30
Earnings:	\$123.50			\$209.95	\$209.95	\$209.95	\$172.90		\$926.25
								\$1,852.50	

- Leave accruals, earned at the end of each pay period, will convert as follows under bi-weekly payroll:
 - Annual rounding will begin January 2021.

**GG/GY (ASEA)
Annual**

37.5 Hr (GG1N / GG1Y)			
Years of Service	Per Pay Period	Roundup Amount	Yearly Total (HH:MM)
0 - 2	4:19	0:16	112:30
2 - 5	6:03	0:12	157:30
5 - 10	6:55	0:10	180:00
10 +	8:39	0:06	225:00

40 Hr (GY1N / GY1Y)			
Years of Service	Per Pay Period	Roundup Amount	Yearly Total (HH:MM)
0 - 2	4:36	0:24	120:00
2 - 5	6:27	0:18	168:00
5 - 10	7:23	0:02	192:00
10 +	9:13	0:22	240:00

**GP/GZ (ASEA)
Personal**

37.5 Hr - Hired Before 7/1/13 (GP1N / GP1Y)			
Years of Service	Per Pay Period	Roundup Amount	Yearly Total (HH:MM)
0 - 2	6:55	0:10	180:00
2 - 5	7:47	0:08	202:30
5 - 10	8:39	0:06	225:00
10 +	10:23	0:02	270:00

40 Hr - Hired Before 7/1/13 (GZ1N / GZ1Y)			
Years of Service	Per Pay Period	Roundup Amount	Yearly Total (HH:MM)
0 - 2	7:23	0:02	192:00
2 - 5	8:18	0:12	216:00
5 - 10	9:13	0:22	240:00
10 +	11:04	0:16	288:00

37.5 Hr – Hired On/After 7/1/13 (GP2Y)			
Years of Service	Per Pay Period	Roundup Amount	Yearly Total (HH:MM)
0 - 2	6:03	0:12	157:30
2 - 5	6:55	0:10	180:00
5 - 10	7:47	0:08	202:30
10 - 15	8:39	0:06	225:00
15+	10:23	0:02	270:00

40 Hr – Hired On/After 7/1/13 (GZ2Y)			
Years of Service	Per Pay Period	Roundup Amount	Yearly Total (HH:MM)
0 - 2	6:27	0:18	168:00
2 - 5	7:23	0:02	192:00
5 - 10	8:18	0:12	216:00
10 - 15	9:13	0:22	240:00
15+	11:04	0:16	288:00

Please note: This information is subject to change and revisal as the transition processes. This document is provided for informational purposes only. It is not intended to be controlling or binding in any way. For members of a collective bargaining unit, your collective bargaining agreement provides your rights and conditions of employment and are not amended by this document.

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Glossary

Annualized Hourly Rate

The hourly rate for SOA employees that determines premium pay rates, leave cash-in values, etc. It is a static rate that typically only changes when an employee receives a merit increase, pay increment, changes positions, is reclassified, or experiences a unique scenario that otherwise warrants a change in pay rate. The annualized hourly pay rate can typically be found on the appropriate salary schedule.

Bi-Weekly Pay Schedule

Paydays are scheduled every two weeks, every other Friday (or earlier when holidays land on a Friday). The amount of days (14) are static, so the pay period hours and the rate you are paid for each hour are consistent for most employees.

Hourly (Rate)

Employees who are salaried and overtime eligible will become hourly (and remain overtime eligible) with bi-weekly payroll. Because each pay period has 75 standard pay period hours, most employees can expect to receive consistent paychecks for 75 hours of work, barring unique scenarios. The hourly pay rate is the same as the annualized hourly rate.

Pay Period

The recurring schedule of days and time for which an employee reports their time worked. Example: June 1, 2020 through June 14, 2020 is a bi-weekly pay period.

Rounding

When calculations cannot be evenly spread across 26 pay periods, rounding occurs. This is usually penny corrections to ensure an exact salary is paid for a salaried employee, as well as for leave accrual agreements that have annual rounding to ensure a specific amount of leave is accrued per year.

Standard Pay Period Hours

Each bi-weekly pay period spans 14 days: Monday through Sunday, Monday through Sunday. That covers two standard workweeks, each consisting of 37.5 hours. When combined, it totals 75 hours, which is the standard pay period hours.

Salaried/Salary

Most SOA positions are salaried under semi-monthly payroll. People most often confuse salaried with meaning that they are ineligible for overtime, but that is not the case with semi-monthly payroll. In a pay period with 75, 82.5, or even 90 hours, salaried employees are paid the same amount for those hours, not including any premium pay like overtime and differentials.

With bi-weekly payroll, salaried positions that are overtime ineligible will remain salaried, while overtime eligible positions will become hourly. This will make these terms less confusing.

Semi-Monthly Pay Schedule

Paydays are scheduled for the 15th and last day of each month. The amount of days are variable, dependent upon how many working days land in the pay period. This typically ranges from 9 to 12 days (67.5 to 90 hours). In this pay schedule, a salaried employee who earns \$1,500.00 would be paid between \$22.22 per hour (for 9 days/67.5 hours) to \$16.67 per hour (12 days/90 hours) with rounding for the difference.