

Quick tips to prepare for the transition from monthly to the biweekly pay schedule

On August 1, 2005, all non-exempt staff will convert from monthly pay to the biweekly pay schedule. All non-exempt staff will receive a paycheck every two weeks—26 paychecks each year. With the initial transition to the biweekly pay schedule, you may need to plan for the change in cash flow into your household. The following are some suggestions on planning for the transition from monthly to the biweekly pay schedule:

- Request a tax modeling of your estimated pay for the month of August which will calculate your approximate take-home pay. The OTiS Web site has information about how to do tax modeling on eTrac or call the OTiS Help Desk at (213) 437-1830 for assistance.
- If you have additional withholding amounts deducted from your paycheck to pay extra federal or state income tax withholding, consider adjusting your withholding instructions by filling out a W4 (federal tax withholding) or DE4 (state tax withholding). The additional withholding amounts per pay will be taken more frequently when you change to a biweekly pay schedule. You may adjust your withholding instructions by logging in to eTrac USC Employee On Line Services at www.usc.edu/etrac or forms can be obtained at www.usc.edu/payroll, under the forms section, or you may visit Payroll Services at FIG 109 on the University Park Campus or PMB 300A on the Health Science Campus.
- Consider contacting your bank, mortgage company or landlord, leasing company, credit card companies or other creditors to request adjusting payment or billing cycles to coincide with your new payroll schedule. If you need a letter verifying the change in your pay schedule for any of your creditors, you can request one by calling the OTiS Help Desk at (213) 437-1830.
- Review and adjust as appropriate your automatic payments from your checking or savings accounts to assure timing is correct and that sufficient funds will be available to cover the automatic payments.
- Be prepared for the change in cash flow or unanticipated expenses by starting now to increase the amount you set aside in savings.
- If you think you will need extra money, consider applying for a bridge loan through the USC Credit Union.
- If you utilize the USCard for purchases, it is important that you review and understand the billing cycle that will affect non-exempt staff converting to the biweekly pay schedule. USCard usage from July 9, 2005 through August 9, 2005, 11:59 pm, will be taken out of your first biweekly paycheck on August 17, 2005. Please also note that your current monthly USCard limit will apply to a biweekly pay period increasing your purchasing limit by the number of biweekly checks you receive in a month. For additional information, please refer to the USCard website at www.usc.edu/uscard.