



# Biweekly Payroll Transition Employee Session



**NORTHWEST**  
MISSOURI STATE UNIVERSITY





# Topics:

- Overview of Biweekly Payroll Transition
- Calculator Tool
- Pay Transition Timeline
- Pay Schedule
- Leave Buyout Option
- Financial Planning and Banking Resources
- What's Next



# Biweekly Payroll Transition

**Northwest will transition to a biweekly pay schedule with enhanced time tracking effective July 2026.**

- Employees will receive a paycheck every 2 weeks
  - Total 26 checks per year
- Individual paycheck amounts will be smaller as annual compensation is spread
- Annual pay remains unchanged



# Why Biweekly Payroll?

- More frequent pay
- Improved accuracy in time entry, tracking of leave balances, and payroll accountability.
- Supports timely and accurate pay distribution
- Predictable and consistent pay schedule
- Strengthens compliance with labor regulations



# Additional FAQ

- What are ‘three-paycheck months’?
  - Because a bi-weekly pay schedule operates on a fixed 14-day cycle, two months each year include three pay periods which are a natural result of the new pay cycle. These third paychecks do not represent a delay in pay as hours worked will be aligned with hours paid.
- How will benefits and other standard deductions work?
  - Health, dental, and vision insurance premiums will be deducted from 24 paychecks. These deductions will not be taken from the last paycheck in three-paycheck months.
  - Taxes, MOSERS, CURP, and other standard deductions will be deducted from all 26 paychecks.
- Will existing payroll information transfer to Workday?
  - Yes. Pay elections and related payroll information will be transferred automatically. Employees will have a period of time to review and update their information prior to the first biweekly payroll.



Annual Base Salary     \$

Prior Monthly Payment     \$

Bi-Weekly Payment     \$

**STANDARD GROSS PAY CALCULATOR - TRANSITION FROM 12 MONTHLY PAYS TO 26 BI-WEEKLY PAYS**

# Pay Calculator

- Provides a general illustration of how pay may be distributed when moving from a monthly to a biweekly payroll schedule
- Input annual salary in the tool to calculate
- Access your job salary or hourly rate in CatPAWS: Employee Dashboard » Job Summary » Job Information » Job Salary or Hourly Rate



Month	Prior Monthly Pay Date	Prior Monthly Pay Amount	New Biweekly Pay Date	New Biweekly Pay Amount	Monthly Comparison Prior Monthly	Monthly Comparison New Biweekly
July	7/31	\$	7/17/26 7/31/26	\$ \$	\$	\$
August	8/31	\$	8/14/26 8/28/26	\$ \$	\$	\$
September	9/30	\$	9/11/26 9/25/26	\$ \$	\$	\$
October	10/31	\$	10/9/26 10/23/26	\$ \$	\$	\$
November	11/30	\$	11/6/26 11/20/26	\$ \$	\$	\$
December	12/19	\$	12/4/26 12/18/26 12/31/26	\$ \$ \$	\$	\$
January	1/31	\$	1/15/27 1/29/27	\$ \$	\$	\$
February	2/28	\$	2/12/27 2/26/27	\$ \$	\$	\$
March	3/31	\$	3/12/27 3/26/27	\$ \$	\$	\$
April	4/30	\$	4/9/27 4/23/27	\$ \$	\$	\$
May	5/31	\$	5/7/27 5/21/27	\$ \$	\$	\$
June	6/30	\$	6/4/27 6/18/27 7/2/27	\$ \$ \$	\$	\$
<b>Annual Base Pay</b>	--	\$	--	\$	\$	\$



**Annual Base Salary**     \$ 36000

**Prior Monthly Payment**     \$     3,000

**Bi-Weekly Payment**     \$     1,385

**STANDARD GROSS PAY CALCULATOR - TRANSITION FROM 12 MONTHLY PAYS TO 26 BI-WEEKLY PAYS**

Month	Prior Monthly Pay Date	Prior Monthly Pay Amount	New Biweekly Pay Date	New Biweekly Pay Amount	Monthly Comparison Prior Monthly	Monthly Comparison New Biweekly
July	7/31	\$ 3,000	7/17/26 7/31/26	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
August	8/31	\$ 3,000	8/14/26 8/28/26	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
September	9/30	\$ 3,000	9/11/26 9/25/26	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
October	10/31	\$ 3,000	10/9/26 10/23/26	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
November	11/30	\$ 3,000	11/6/26 11/20/26	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
December	12/19	\$ 3,000	12/4/26 12/18/26 12/31/26	\$ 1385 \$ 1385 \$ 1385	\$ 3,000	\$ 4,154
January	1/31	\$ 3,000	1/15/27 1/29/27	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
February	2/28	\$ 3,000	2/12/27 2/26/27	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
March	3/31	\$ 3,000	3/12/27 3/26/27	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
April	4/30	\$ 3,000	4/9/27 4/23/27	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
May	5/31	\$ 3,000	5/7/27 5/21/27	\$ 1385 \$ 1385	\$ 3,000	\$ 2,769
June	6/30	\$ 3,000	6/4/27 6/18/27 7/2/27	\$ 1385 \$ 1385 \$ 1385	\$ 3,000	\$ 4,154
<b>Annual Base Pay</b>	--	<b>\$ 36,000</b>	--	<b>\$ 36,000</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>

# Pay Calculator Example



# Pay Transition Timeline

May 1	Leave Buyout Option Form becomes available on Workday webpage
May 31	Deadline to submit Leave Buyout Option Form
June 28	Monthly pay cycle ends
June 30	Last monthly pay date / Leave buyout scheduled payment
June 29 – July 12	First biweekly pay period
July 17	First biweekly pay date



# Pay Transition Timeline

Staff Considerations:	Faculty Considerations:
<ul style="list-style-type: none"><li>• Due to the timing of the transition to Workday, the June paycheck will not include June 29 and 30.</li><li>• These days will be included in the first Workday biweekly pay date on July 17.</li></ul>	<ul style="list-style-type: none"><li>• Due to contract terms, faculty position pay for the 2025–2026 contract year will be distributed evenly across the two biweekly pay dates in July.</li><li>• Beginning with the Aug. 14 pay date and continuing thereafter, paycheck amounts will be smaller as payments transition to the 2026–2027 contract year and will be spread across 26 pay periods.</li></ul>



# Pay Schedule: STAFF



7/17/26	1/15/27
7/31/26	1/29/27
8/14/26	2/12/27
8/28/26	2/26/27
9/11/26	3/12/27
9/25/26	3/26/27
10/9/26	4/9/27
10/23/26	4/23/27
11/6/26	5/7/27
11/20/26	5/21/27
12/4/26	6/4/27
12/18/26	6/18/27
12/31/26	7/2/27

Effective July 1, 2026, payroll will transition to a biweekly pay schedule. July pay will be deferred pay from the 2025-2026 contract. Beginning with the 8/14 pay date and continuing moving forward, the paycheck amount will be smaller due to the start of the 2026-2027 contract and the bi-weekly pay schedule.

7/17/26 <i>2025-2026 contract deferred pay</i>	1/15/27
7/31/26 <i>2025-2026 contract deferred pay</i>	1/29/27
8/14/26 <i>Start of the 2026-2027 contract period</i>	2/12/27
8/28/26	2/26/27
9/11/26	3/12/27
9/25/26	3/26/27
10/9/26	4/9/27
10/23/26	4/23/27
11/6/26	5/7/27
11/20/26	5/21/27
12/4/26	6/4/27
12/18/26	6/18/27
12/31/26	7/2/27

# Pay Schedule: FACULTY



# One-time Leave Buyout Option

- Northwest is offering employees who accrue leave a one-time leave buyout option, providing an opportunity to convert a portion of accrued leave into a payment that is scheduled to be issued on June 30.
- Employees who accrue leave may choose a buyout between 16 and 40 hours of leave, which will be deducted from the respective leave balance.
- The number of hours requested cannot exceed the employee's available leave balance as of June 30.
- Form will be available May 1 – 31.
- Details specific to employee groups included in email.



# One-time Leave Buyout Option

- Recommended Calculation Steps:
  1. Access your job salary in CatPAWS:  
Employee Dashboard » Job Summary » Job Information » Job Salary
  2. Divide job salary by the number of hours in your designated work period
    - 12-month: 2,080 hours
    - 9-month:  $(2,080/12) \times 9 = 1,560$
  3. This calculates your hourly rate to calculate your leave buyout



# Financial Planning and Banking Resources

## Features local banking institutions:

- Direct contacts available to meet individually with employees
- Resources
- Virtual financial education session details (through April 9)



## FINANCIAL PLANNING AND BANKING RESOURCES

[PAY SCHEDULE](#) / [FAQS](#) / [CALCULATOR](#)

Have a question or feedback? Submit a question to our [feedback form](#).

Northwest is committed to providing resources to help employees plan during the change to bi-weekly pay. This page features local banking institutions, including direct contacts who are available to meet individually with employees to answer questions and discuss personal financial considerations. You will also find links to resources, along with details about upcoming virtual financial education sessions.

Please submit questions or concerns in the [Workday feedback form](#) so the team may review and respond accordingly.

[+ EXPAND ALL](#)

[- COLLAPSE ALL](#)

[+ Commerce Bank](#)

[+ Connections Bank](#)

[+ Nodaway Valley Bank](#)

[+ Southern Bank](#)

[+ U.S. Bank](#)



# What's Next

- User Readiness Review (URR) Superuser testing May 4 - 7
- Workday training
- Bank Sessions:

Bank:	Date/Time:
U.S. Bank	Monday, April 6 at 1 p.m.
Southern Bank	Tuesday, April 7 at 11 a.m.
Commerce Bank	Wednesday, April 8 at 2 p.m.
Connections Bank	Thursday, April 9 at 2 p.m.



# Stay Tuned

- Watch the HR Monthly Bulletin for Workday progress updates!
- Have questions?
  - Please fill out the feedback form on the Workday website or at the QR code below.

[nwmissouri.edu/services/workday](https://nwmissouri.edu/services/workday)



