

# Payroll Schedule Comparison

For Benefits Eligible Employees in 12-month Appointments Paid Over 12-Months

Find more information here: [https://www.ou.edu/payroll/monthly-to-biweekly-pay-transition-](https://www.ou.edu/payroll/monthly-to-biweekly-pay-transition)

	Monthly Pay Schedule <i>12 Monthly Paydays</i> (Current)	Biweekly Pay Schedule <i>26 Biweekly Paydays</i> (Future – Beginning 4/20/24)
<b>Pay</b>		
Pay Cycle	<ul style="list-style-type: none"> <li>Last working day of the month</li> <li>Changing day of the week</li> <li>4+ week pay periods</li> </ul>	<ul style="list-style-type: none"> <li>Every other Friday</li> <li>Same day of the week</li> <li>Two week pay periods</li> </ul>
Paychecks per Year	<ul style="list-style-type: none"> <li>12 paychecks</li> <li>1 paycheck/month</li> </ul>	<ul style="list-style-type: none"> <li>26 paychecks</li> <li>2 paychecks/month – In 2024, November will have 3 paychecks</li> </ul>
Add Pays	<ul style="list-style-type: none"> <li>Pays once per month</li> </ul>	<ul style="list-style-type: none"> <li>Pays on the biweekly schedule</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>When payday falls on a holiday, paid on the working day before the holiday</li> </ul>	<ul style="list-style-type: none"> <li>When payday falls on a holiday, paid on the working day before the holiday</li> </ul>
<b>Benefits</b>		
Insurance (Medical, Dental, Vision, Life, Long Term Disability, Short Term Disability, AD&D), FSA Healthcare, FSA Dependent Care, Health Savings Account (HSA)	<ul style="list-style-type: none"> <li>Deducted every paycheck</li> </ul>	<ul style="list-style-type: none"> <li>Deducted on 24 paychecks</li> </ul>
Retirement (OTRS, 401a, 403b, 457b)	<ul style="list-style-type: none"> <li>Deducted every paycheck</li> </ul>	<ul style="list-style-type: none"> <li>Deducted every paycheck</li> </ul>
<b>Other Deductions</b>		
Federal Income Tax, State Income Tax, FICA, Medicare	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>
Parking permit	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>	<ul style="list-style-type: none"> <li>Deducted on 24 paychecks</li> </ul>
Fit & Rec	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>
Garnishments	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>
United Way Donations	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>	<ul style="list-style-type: none"> <li>Deducted on every paycheck</li> </ul>
Athletics Tickets	<ul style="list-style-type: none"> <li>As specified by Athletics</li> </ul>	<ul style="list-style-type: none"> <li>As specified by Athletics</li> </ul>
<b>Paid Time Off</b>		
Paid Time Off (PTO) Accrual	<ul style="list-style-type: none"> <li>Accrues every month</li> </ul>	<ul style="list-style-type: none"> <li>Accrues every two weeks</li> </ul>
Leave Balances	<ul style="list-style-type: none"> <li>Leave balances are in arrears one month behind</li> </ul>	<ul style="list-style-type: none"> <li>Leave balances are in arrears two weeks behind</li> </ul>
New Hire PTO Accrual	<ul style="list-style-type: none"> <li>New hire PTO accrual could have a lag of up to six weeks depending on hire date</li> </ul>	<ul style="list-style-type: none"> <li>New hires start accruing PTO immediately</li> </ul>