

SUMMARY OF PAY CYCLE CHANGE AND YOUR PAYROLL DEDUCTIONS

Pay Cycle Transition and Your Payroll Deductions

Based on the status change (exempt to non-exempt) of your current position effective on January 1, 2020, below is a chart that outlines the transition of your pay dates from a monthly to biweekly cycle.

Month	Monthly Pay Date	Biweekly Pay Date	Pay Period
December	12/23/19	N/A	12/01/19 – 12/31/19
January	N/A	01/03/20	12/09/19 – 12/22/19 (<i>no paycheck</i>)
January	N/A	01/17/20	12/23/19 – 01/05/20 (<i>adjusted</i>)
January	N/A	01/31/20	01/06/20 – 01/19/20

Note: The 2020 biweekly pay schedule is available at www.finance.duke.edu/payroll/schedules/biweekly

December 23, 2019 Paycheck (last monthly paycheck)

In your December 23 paycheck, you will be paid your monthly salary for December 1 to December 31. It will include all your usual monthly benefit (health, dental, vision, reimbursement accounts, life insurance, retirement, etc.) deductions.

January 17, 2020 Paycheck (first biweekly paycheck)

In your January 17 paycheck, you will be paid for hours worked from January 1 to January 5 plus an additional transitional payment amount equivalent to two weeks of pay. Your January 17 paycheck will have the following deductions (if applicable):

- Medical Benefits
- Dental Benefits
- Vision Plan
- Reimbursement Accounts: Health and Dependent Care*
- Voluntary Short & Long Term Disability**
- Personal Accident Insurance

*Reimbursement account deductions will be recalculated based on your biweekly pay frequency to reflect your annual election amount.

** If a deduction is missed, you will receive an invoice from MGIS for the missed premium.

January 31, 2020 Paycheck (your second biweekly paycheck)

In your January 31 paycheck, you will be paid for hours worked from January 6 to January 19. This check will have deductions for your reimbursement account. If you have re-established a contribution to the Faculty and Staff Retirement Plan (described below), you will also have that deduction taken.

Other Deductions (if applicable)

The payroll deductions for Supplemental Life Insurance and Personal Casualty Insurance (auto/home) will restart with your February 14 paycheck. The coverage administrator, Mercer, will send you a bill for your missed January premium. Please do not ignore this invoice as you must make the payment directly to Mercer to continue coverage.

If you have other personal deductions not listed, please contact the financial institution or originating organization/agency to notify them of the change in your pay cycle and to review the applicable deduction amounts.

Other Deductions Continued (if applicable)

The following deductions do not automatically carry over when changing pay cycles. If you have deductions for the following programs, they will cease automatically effective December 31, 2019. You must contact the specific program or department directly to reinstate your payroll deductions.

- Faculty and Staff Retirement Plan contribution (see “Retirement Plans” section below)
- Duke Flex Card: (919) 684-5800
- Duke University Federal Credit Union: (919) 684-6704

Several departments are able to re-establish your deductions without your needing to take action. These are listed below. Please check your January 17 paystub to confirm the correct deductions are taken and contact these departments if you have questions.

- LIVE FOR LIFE: (919) 684-3136 (option 1)
- Parking: (919) 684-7275 or tranpark@duke.edu

Note: Please review all your deductions so that you will understand the deduction cycles. A complete schedule of deductions is attached and also available on the HR website (hr.duke.edu/benefits/enrollment/benefits-payroll-deduction-schedule).

Retirement Plans

The Employees’ Retirement Plan (ERP) is provided in lieu of Duke’s contribution to the Faculty and Staff Retirement Plan. Employees paid on the biweekly pay cycle are generally eligible for the Employees’ Retirement Plan.

Employees’ Retirement Plan (ERP)

- ❖ Duke will make all of the contributions to the Employees’ Retirement Plan, which is a defined benefit pension plan paid for entirely by Duke.
- ❖ You will automatically become eligible for the Employees’ Retirement Plan effective January 1, 2020 if you have reached age 21 and completed one year of service in which you worked at least 1,000 hours. If you have not met these requirements, you will become a plan member the month after meeting the eligibility requirements. You will become vested in this plan after completing five years of continuous service.
- ❖ Please visit www.hr.duke.edu/benefits for more information regarding the Employees’ Retirement Plan.

Faculty and Staff Retirement Plan

- ❖ You are eligible to continue to make voluntary contributions to this plan, but you will need to re-establish any current contributions to the Faculty and Staff Retirement Plan as these deductions do not automatically continue. Your last voluntary deduction, if applicable, will be in your *December 23, 2019* paycheck.
- ❖ To set up your new deduction, you will need to log on to the Duke@Work self-service website after January 1, 2020. (*My Benefits* → *Retirement Plan* → *Faculty and Staff Retirement Plan*)

Payroll Deduction Schedule

Because there are at least two pay periods per month, payroll deductions are spread between the pay cycles based upon the benefit plan --- for example, the monthly premium for the dental plan is taken from the first paycheck of the month while the health plan premium is taken from the second paycheck of the month. The chart below provides additional detail:

	First Pay Period	Second Pay Period	Every Pay Period
Health Benefits		X	
Dental Benefits	X		
Vision Plan	X		
Reimbursement Accounts			X
Long Term Care	X		
Supplemental Life Insurance	X		
Voluntary Disability	X		
Personal Accident Insurance	X		
403(b) Retirement Plan			X
Universal Life Insurance	X		
Personal Casualty Insurance			X
Parking	X		
LIVE FOR LIFE	X	X	
Duke Credit Union			X
Flex Card		X	

Questions

If you have additional questions, please contact the Human Resources Information Center (HRIC) at (919) 684-5600 or benefits@duke.edu.