

Payroll Transition Schedule
Monthly to Biweekly

Pay Period		Pay Date	Pay Frequency	Portion of Annual Salary in Paycheck	Benefit Deductions (Health, Dental, Vision, FSA)	Notes
Start Date	End Date					
8/1/2025	8/31/2025	8/29/2025	Monthly	1/12	100% of monthly amount	
9/1/2025	9/30/2025	9/30/2025	Monthly	1/12	100% of monthly amount	Last monthly pay date.
10/1/2025 ¹	10/11/2025	10/17/2025	Biweekly	80% of 1/26 ¹	50% of monthly amount	Transition to biweekly. ¹ Prorated pay period for 8 workdays; normally the period is 10 workdays.
10/12/2025	10/25/2025	10/31/2025	Biweekly	1/26	50% of monthly amount	First full biweekly pay period.
10/26/2025	11/8/2025	11/14/2025	Biweekly	1/26	50% of monthly amount	
11/9/2025	11/22/2025	11/25/2025 ²	Biweekly	1/26	50% of monthly amount	² Pay date moved to Tuesday, 11/25/2025, due to updated full day institutional holiday on Wednesday, 11/26/2025.
11/23/2025	12/6/2025	12/12/2025	Biweekly	1/26	50% of monthly amount	
12/7/2025	12/20/2025	12/23/2025 ³	Biweekly	1/26	50% of monthly amount	³ Early pay date ahead of winter break.
12/21/2025	1/3/2026	1/9/2026	Biweekly	1/26	Standard biweekly deduction amount ⁴	⁴ 2026 health, dental and vision rates will be announced ahead of benefits open enrollment.