

Bi-Weekly Payroll

Frequently Asked Questions (FAQs)

Q: What are the advantages of a bi-weekly payroll?

A: Employees will be paid every other week rather than waiting a whole month between checks. Additionally, any shift premium, overtime hours, or differential pay you accrue during the pay period will be paid faster.

Q: If DPS changes to a bi-weekly payroll, when will it occur?

A: DPS is currently exploring the feasibility of converting from a monthly to a bi-weekly payroll. If the decision is made to convert to a bi-weekly payroll, it will take at least two years from the date of decision to plan and implement the conversion.

Q: If the conversion takes place, will I have the option to choose either a monthly or a bi-weekly payroll?

A: No. If DPS converts to a bi-weekly payroll, all employees within the entire agency will be paid on a bi-weekly basis.

Q: I know when to expect my monthly check. With a bi-weekly payroll, when will I receive my first bi-weekly check?

A: The transition from a monthly payroll will create a one-time pay gap of two weeks since the bi-weekly payroll is paid two weeks after the pay period ends. Therefore, there will be a delay in getting your first bi-weekly check. Example: Employee receives monthly payroll check on June 30, 2018. On July 27, 2018 employee will receive the first bi-weekly check. This July 27, 2018 paycheck will only be for two weeks and not a full month (payment for 7/1/18 – 7/13/18). Next bi-weekly check will be August 10, 2018.

Once you are on the bi-weekly payroll cycle, your pay will always be two weeks in arrears which means that the pay period that you receive in your bi-weekly check will always be two weeks behind the date of the check. As used in the example above, the next bi-weekly check that is received on August 10, 2018 would be for the pay period of 7/14/18 – 7/27/18.

Q: What are the options available to employees to cover the one-time pay gap (as described above) that will result from the conversion to a bi-weekly payroll?

A: If DPS changes to a bi-weekly payroll, the agency will work with employees to identify options to cover the one-time pay gap. Some of the options that will be explored include, but are not limited to: employees handling the one-time pay gap on their own; employees seeking payroll advances from the State Employee Credit Union (SECU); or employees receiving financial assistance from DPS.

Q: What impact will a bi-weekly payroll have on my monthly payroll deductions?

A: A bi-weekly payroll will require employees to review their personal payroll deductions and make any necessary changes. Example: if your monthly mortgage and/or car loan is deducted at the end of the month; you will need to make the necessary adjustments. The N.C. Employee Assistance Program provides access to financial planning advice.