

What does this mean?

6 Things to Know About Transitioning to an Hourly Pay Cycle

- 1 No change to your rate of pay.



- 2 Your **current benefits eligibility remains the same** for your role. This includes vacation days, sick days, etc.



- 3 You will receive your last salaried paycheck on **Sept. 30** for work through Sept. 26...



...and your first hourly paycheck on **Oct. 16**, covering Sept. 27-Oct.10.

- 4 You will need to record your time on a daily basis beginning Sept. 27.



Discuss time reporting procedure with your manager.

- 5 A one-time transition payment on October 2 will minimize the impact of shifting to a biweekly cycle.



A calculator is available in HRMS to assist with your planning.

- 6 We're here to help! Please contact your supervisor or ASK-URHR (585.275.8747) with any questions.



You can also learn more at **Rochester.edu/hourlytransition**.