

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

HUMAN RESOURCES

April 27, 2009

Dear Colleague:

Beginning July 1, 2009, Columbia University will convert all University Officers of instruction, research, administration, the libraries and student officers to a semi-monthly pay cycle. The new semi-monthly pay cycle will replace the existing monthly cycle. This change means that while your total monthly earnings will remain the same, you will be paid twice every month rather than once. Please note, fellowships and stipends will continue to be paid on a monthly basis, as they are now.

Changes to New York State law require that all employees below a certain earnings threshold be paid at least semi-monthly. Several pay frequency options were considered and the conversion of all Officers to a semi-monthly cycle was determined to be the most effective way to comply with this law. This change will provide you with earlier and more frequent access to your earnings, giving you more flexibility to manage your money.

WHAT TO EXPECT:

Beginning on July 15, 2009, you will receive a paycheck from the University twice per month, 24 times per year. Pay periods will be the 1st through the 15th and the 16th through the last day of the month with pay dates on the 15th and the last day of the month. If a scheduled pay day falls on a weekend or holiday, employees will receive their paychecks on the last work day before the weekend or holiday. Each semi-monthly check will be one half of your current monthly gross earnings. By the last business day of each month you will have received the same amount as you did under the monthly pay cycle. Total annual pay will not be affected.

Your total annual benefits elections amount will not change because of the conversion to a semi-monthly pay schedule.¹ Deductions will be split evenly between each paycheck so that your total monthly deduction amount remains the same. This means the per-check amount of your deductions will be halved.

PREPARING FOR THE CHANGE:

- If you have direct deposit and have a set dollar amount deposited into two different accounts, you must evaluate your set-up to ensure that your new semi-monthly rate will cover your direct deposit designations.
 - For example:
 - Your current monthly per-paycheck take home amount is \$3,000 and you have \$1,500 deposited to savings and the balance (\$1,500) deposited to checking.
 - Your new semi-monthly per-paycheck take home amount will be roughly half, or \$1,500.
 - To keep the distribution the same, you would want to have \$750 deposited to savings and the balance (\$750) deposited to checking. At the end of each month you will still have deposited \$1,500 to savings and \$1,500 to checking.
 - In order to make changes to your direct deposit, please log in to <https://my.columbia.edu> using your UNI and password, click on the Faculty and Staff tab and then on “View Your Direct Deposit Information.”

¹ Access to and/or receipt of this document does not imply eligibility for benefits at Columbia University. Questions and answers contained herein pertaining to University benefits only apply to benefits eligible Officers of the University.

- **Changes to your direct deposit must be made between June 25, 2009 and July 9, 2009 in order to be reflected in your July 15, 2009 paycheck.**
- If you have an additional tax amount deducted from your paycheck, that monthly amount will be split in half, and 50% will be withheld from each semi-monthly check. If you do not want the current additional withholding amount to be split in this manner, please evaluate your tax set-up to ensure that your withholding is appropriate for your new semi-monthly earnings.
 - In order to make changes to your Federal tax withholding, please log in to my.columbia.edu (<https://my.columbia.edu>) using your UNI and password, click on the Faculty and Staff tab and then on “View Your Tax Information.” *Changes must be made between June 25, 2009 and July 9, 2009 in order to be in effect for the July 15th paycheck.*
 - In order to make changes to your State and/or local tax withholding, you must submit a new IT-2104, available via the Finance Division website forms library (http://www.tax.state.ny.us/pdf/2009/fillin/wt/it2104_409_fill_in.pdf). The new IT-2104 should be mailed to the HR Processing Center or, if you work at the Medical Center, can be submitted to CUMC Payroll. *Revised IT-2104 forms must be received no later than June 30, 2009 in order to be in effect for the July 15th paycheck.*

Columbia University HR Processing Center
 615 W. 131st Street
 Studebaker Building, 4th floor, Mail code 8702
 New York, NY 10027

CUMC Payroll Office
 Black Building 1-126A
 630 W. 168th Street
 New York, NY 10032

- If you have automatic bill-pay set up for monthly bills such as mortgage, student loans or car payments, you may want to review the timing of those deductions to take advantage of the new semi-monthly pay cycle.
 - For example, if you currently pay all of your bills on the 2nd of each month, you can still do that under the semi-monthly pay schedule. However, you may decide that you want to pay most of your bills on the 2nd of the month but make your student loan payment early, on the 16th of the month, following the paycheck received on the 15th.
- For a list of external resources that may be helpful in managing your personal cash flow in the transition from a monthly to semi-monthly pay cycle, please go to: <http://hr.columbia.edu/wac/workplace/pay-practices/resources>. Please keep in mind, Columbia University does not provide financial advice; we recommend that you seek the advice of a professional financial advisor if you have questions.
- Please review the list of Frequently Asked Questions at <http://hr.columbia.edu/wac/workplace/pay-practices/fo-faq>.

We are here to help you think through any issues that may result from this change. If you have any questions or concerns, please contact the Human Resources Processing Center Helpdesk at (212) 851-2888. For benefits-related issues, please call the HR Benefits Service Center at (212) 851-7000.

Sincerely,

Cindy Durning
 Vice President
 Columbia University Human Resources