Transition to Semimonthly Pay Schedule

Glen Shor, Vice President for Finance
Gerry O’Toole, Director of Financial Operations
MIT is changing the current monthly pay schedule to a twice-monthly schedule, starting in April 2018.

This will affect faculty, salaried staff, graduate students, and fellows.

These individuals will receive the same total pay per month as today, but half that amount will be paid earlier.

Those who are paid weekly will not be affected (they will continue to be paid weekly).
SEMIMONTHLY PAY CHANGE

Twice-Monthly Pay:
Half of monthly pay on the 15th of the month and the other half on the last day of the month, or the prior business day if either falls on a weekend or holiday.

March pay date:
• Friday, March 30

Two pay dates in April:
• Friday, April 13
• Monday, April 30
There will be no change to total monthly pay, tax withholdings, or benefit deductions.
Current payroll deductions will be evenly divided between the two semimonthly pay periods.

Exceptions:
Commuter rail passes
Vanpool
Salary distribution will continue to be monthly, posting on the last business day of the month.

DACCA reporting will also remain unchanged.
SEMIMONTHLY PAY CHANGE

November

Atlas homepage announcement with link to initiative overview

December

System configuration, integration, and testing

December-April

Ongoing communication to community, including email, reminders, and information sessions

April 13

First semimonthly pay date

- 80 areas of core SAP development and configuration across payroll, appointments, deductions, and benefits
- 25 inbound and outbound interfaces related to payroll processing
- 43 inbound and outbound interfaces related to benefits processing
- 25 community-facing applications
- 38 manually triggered programs used for auditing, validating and processing payroll
- 11 API interfaces