



# Westwood Payroll Migration



# *AGENDA*

Current System Focus

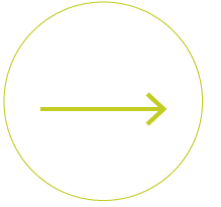
PTO

Payroll Schedules & Transition

Non-Exempt Time Punches

What's Next?

## What to focus on right now?



- All colleagues will access Workday from a desktop or laptop via Okta, BRP's new password management system
- Complete an integrity check on your personal, employment, and direct deposit.
- Tax withholding information will be available to update on 4/30. *As a reminder, for taxes, you will be automatically elected as single unless you update your tax information.*
- Enroll in BRP benefits by 5/29
- All earned wages are considered 401(k) eligible compensation when calculating your contribution deferrals and BRP match
- Update your preferred names in Workday (used for BRP emails that will be coming later).
- I-9 documents eligibility documents must be uploaded by 4/29

This needs to be **completed by May 16th\*** in preparation of the **May 20<sup>th</sup> payroll.**

\* Exempt colleagues need to complete integrity checks by May 9<sup>th</sup>.

# PTO



## Westwood/QBE:

- PTO will be paid on the final QBE check.

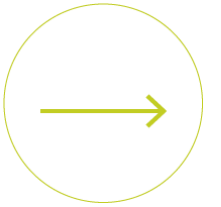
## BRP:

- Log all time in the Workday beginning on 5/2. If you have entered PTO beyond 4/29 in the QBE system, that will have to be re-entered in the BRP system.
- PTO will be loaded on 5/2. Non-exempt (hourly) colleagues should review their balances as a part of the integrity check.

Please note that your PTO for each pay period needs to be updated within each pay period. *For example, if you intended to take time off one week but did not end up taking that time, you will need to adjust your request. Or if you become ill and need to take time, that needs to be updated within the pay period.*

Ultimately, you will need to hold yourself accountable for the accuracy of your PTO bank.

# Requesting PTO

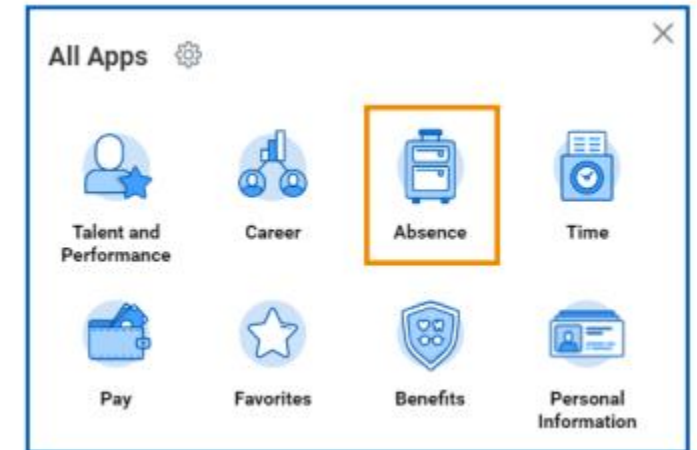


PTO Variations ( non-exempt can request in any time increments):

- FT PTO = Full Time PTO
- CS PTO = Community Service PTO
- Floating Holiday

**All colleagues must submit time off requests even if they are eligible for open PTO.**

For more information on how to request time off, please review the managing time off job aid available in Brainshark.



*From	*To	*Type	Quantity per Day	Total	Submit Quantity per Day
12/16/2021	12/17/2021	× PTO	8 hours	16 hours	Submit Quantity per Day

# Pay Schedules

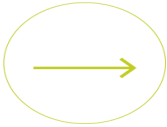
All colleague pay schedules are listed below.

*If the pay date falls on a weekend or holiday, you will be paid the Friday prior.*

- *Exempt colleagues are paid to date*
- *Non-exempt colleagues are paid in arrears*

<b>BRP Exempt (Salary) Semi-Monthly</b>		
BRP Period Start	BRP Period End	BRP Pay Date
5/1/2022	5/15/2022	5/13/2022
<i>Submission deadline (direct deposit changes, PTO, etc.) for this payroll is 5/9.</i>		
<b>BRP Non-exempt (Hourly) Biweekly</b>		
BRP Period Start	BRP Period End	BRP Pay Date
5/1/2022	5/14/2022	5/20/2022
<i>Submission deadline (direct deposit changes, timecard approvals PTO, etc.) for this payroll is 5/16.</i>		

# Biweekly Pay Change



Effective July 1, 2022, we will be transitioning exempt payroll from semi-monthly to biweekly. Effectively, you will have 26 paychecks per year as opposed to 24. Resources are available on the landing page.

## TRANSITION TIMING

	PAY PERIOD	PAYCHECK DATE
Last Semi-Monthly Pay Period ('advanced/projected pay')	Wednesday, June 1 – Wednesday, June 15	Wednesday, 06/15/2022
First Bi-Weekly Arrears Pay Period (one-time transition)	Thursday, June 16 – Saturday, June 25 <i>*transition pay period, only 7 working days</i>	Friday, 07/01/2022
Bi-Weekly Arrears Pay Period (regular schedule moving forward)	Sunday, June 26 – Saturday, July 9	Friday, 07/15/2022
Bi-Weekly Arrears Pay Period	Sunday, July 9 – Saturday, July 23	Friday, 07/29/2022

*Extra paycheck in December!*



# Time Punching

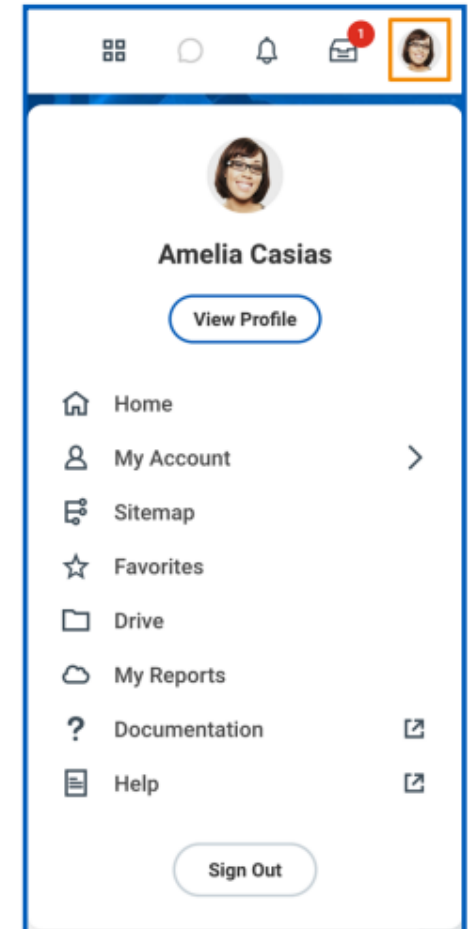
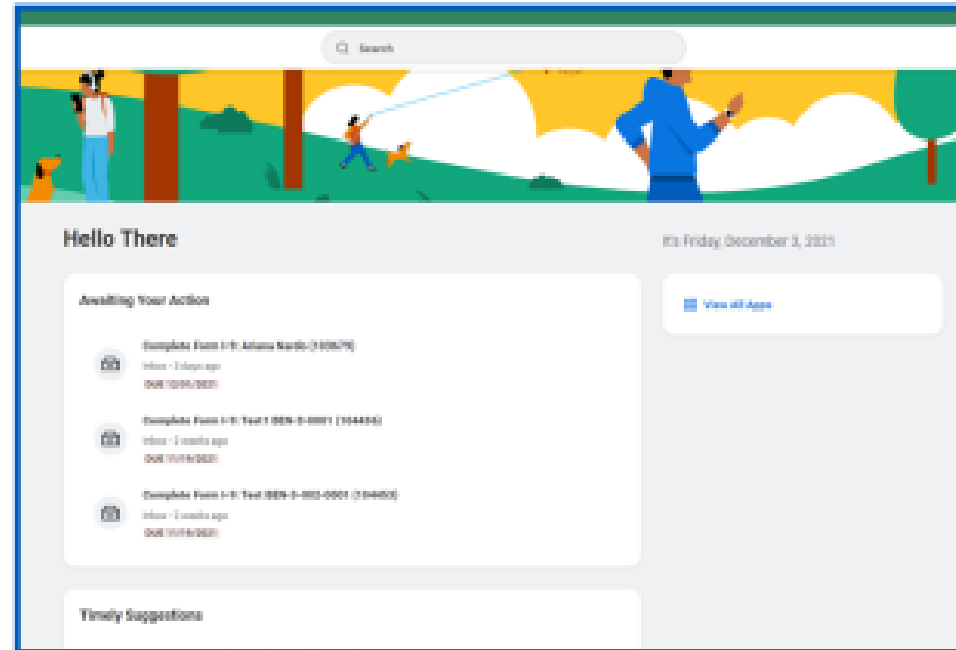


## Non-Exempt Time Punches

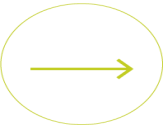
Begin time-punching with BRP starting **5/2**. These punches record exact time.

- clock in when you start working
- clock out and back in when you take your lunch break
- clock out when you are done working

You can find your Timecard by clicking on the quick access icon (four tiles) at the top right of the home page.



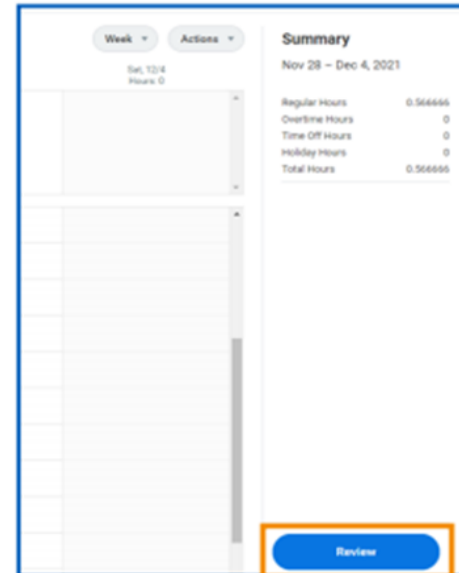
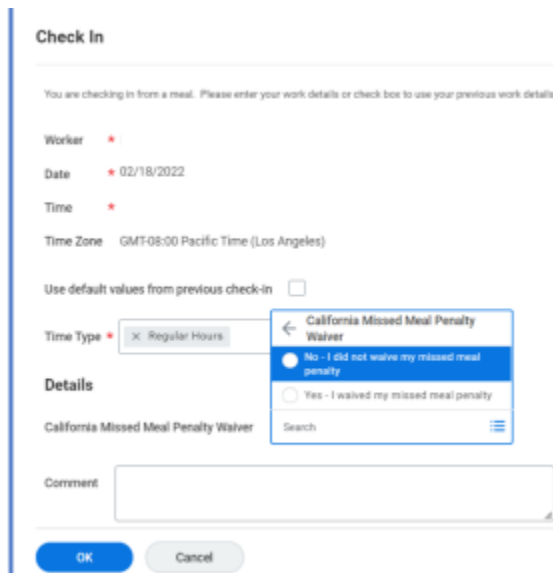
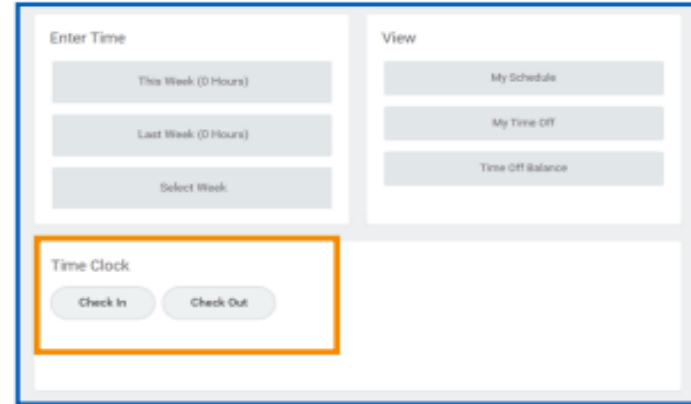
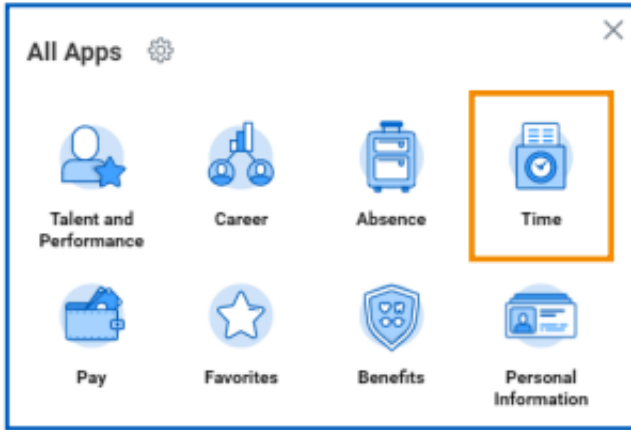




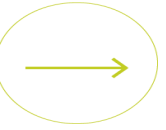
# Non-Exempt Time Punches

Non-exempts can use the Time app to submit their punches (as pictured below).

***\*If you or miss a punch or need a punch to be corrected, please email your leader.***



## Non-Exempt Time Punches – Meal Period Waiver

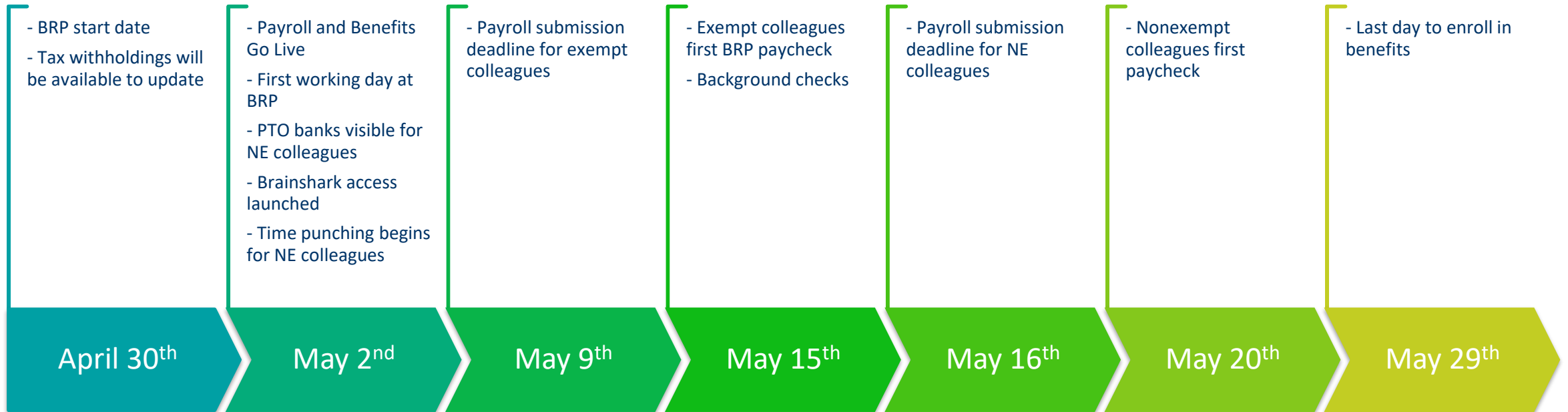
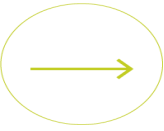


Colleagues are completely relieved of their job responsibilities during their meal periods. For this reason, colleagues must clock in and out for their meal periods.

- All hourly (non-exempt) colleagues who work more than five hours in a workday are provided with an unpaid, duty-free meal period of at least (30) minutes before the end of their fifth hour of work, and
- Who work more than 10 hours in a workday are provided with a second unpaid, duty-free 30-minute meal period before the end of their tenth hour of work.
- Colleagues can only waive their meal period when clocking in\*

***\*If you accidentally choose to not waive your meal period, please email your leader to correct your timesheet.***

# What's Next?



Stay tuned for communications as these deadlines approach!

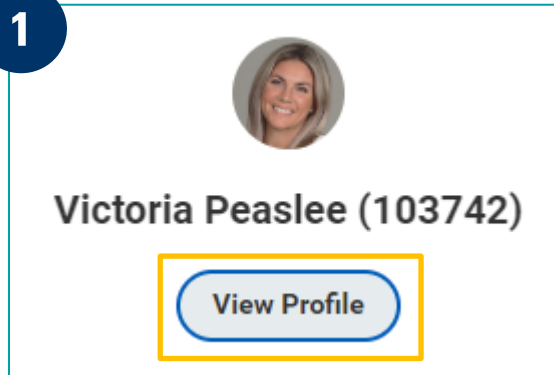


Time: 10 minutes

# Workday Form I-9

## 19 FORMS (TIME SENSITIVE)

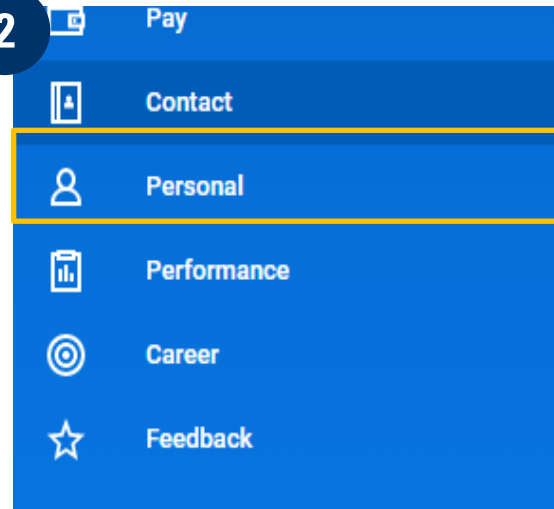
1



Victoria Peaslee (103742)

View Profile

2



Pay

Contact

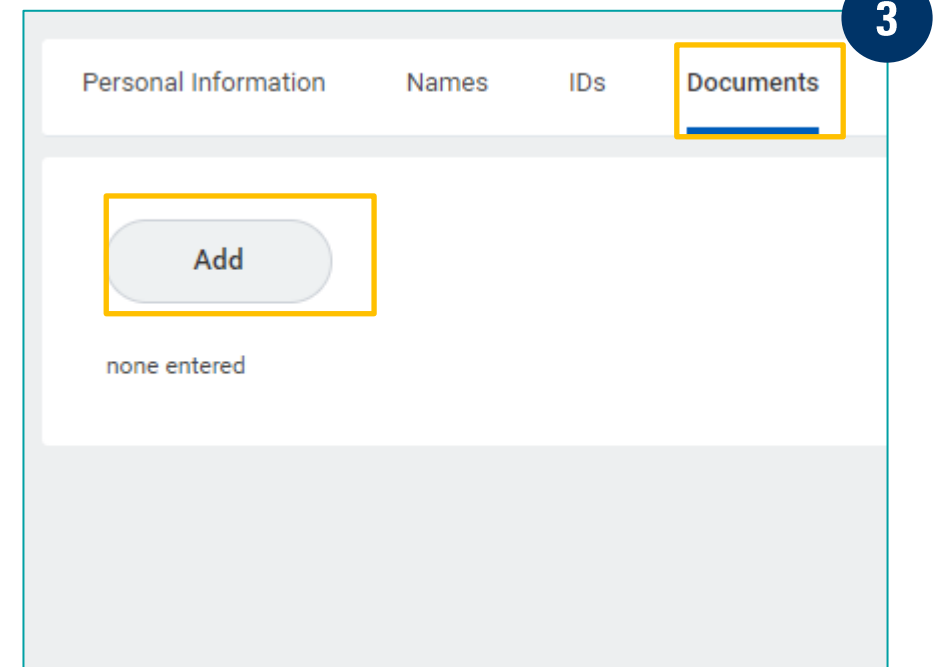
Personal

Performance

Career

Feedback

3



Personal Information Names IDs Documents

Add

none entered

4

Upload a photo of your document(s) and select the appropriate category (Licenses or Passports).



*Common forms include a passport OR drivers license AND Social Security card*



Q&A

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