

To: All State Employees

Date: April 26, 2016

From: Todd Childers, Project Director, wvOASIS



Re: Wave 2 Human Resources, Payroll, and Time and Leave Management Transition Plan

wvOASIS Go Live May 14, 2016 – State Employees are Encouraged to Read this Notice

The West Virginia Enterprise Resource Planning (ERP) Board voted on April 13, 2016, to proceed and complete the implementation of the wvOASIS Human Resource Payroll, Time and Leave Management system for Wave 2 agencies who have demonstrated, through accuracy and timeliness of payroll testing, their readiness to proceed. This go live date will trigger time entry in Kronos starting on May 14th and the first wvOASIS pay check will be issued June 10th. The June 10th pay date reflects payment in arrears (two weeks withheld) for all state employees. The production kickoff of Wave 2 provides the State the opportunity to improve state business processes and assure compliance with state and federal payroll requirements.

Who are the Wave 2 Agencies?

This notice addresses all employees who are currently paid on a semimonthly basis converting to a biweekly payroll cycle starting on May 14, 2016, when employee time will be entered into the Kronos Time and Leave Management production application to generate payroll in the new wvOASIS system. The easiest way to determine if you are a member of a Wave 2 agency going live with wvOASIS on May 14th is how you are currently paid. If you are currently paid semimonthly, you are a member of Wave 2.

Currently, the only agencies determined not ready to proceed on May 14th are: the Supreme Court of Appeals, West Virginia University, Marshall University, the Department of Health and Human Resources (except for Health Care Authority and Human Rights) and State Police. If other agencies are determined not ready by the May 14th date, notice will be published on the wvOASIS website. Agencies should also communicate with their respective employees if a decision is made to delay their transition. Only the above mentioned agencies have been determined, at this point in time, as not ready to make the transition from the existing legacy systems to wvOASIS.

What does this mean to West Virginia state employees?

Beginning June 10, 2016, employees will be paid biweekly over 26 pay periods each calendar year, rather than the 24 pay periods that we have today. In 2016, employees will receive 25 paychecks due to the timing of the transition from semimonthly to biweekly pay. As a result, the amount of each biweekly check will be slightly less, but you will receive more paychecks annually which make up the difference in each payment. In 2016, employees will receive 3 paychecks in September. All remaining months have 2 paychecks in 2016. This also means that you may depend on a payday every other Friday rather than

varying paydays based on calendar fluctuations. Employee's salaries will not be reduced as a result of the conversion to biweekly pay.

Each 14-day pay period will begin on Saturday and end on Friday; paychecks will then be distributed 14 days after the close of the two week pay period accounting for all employees being paid in arrears. Pay days will be every other Friday. Payment after time has been worked (arrears pay) is the most common pay practice among employers, and it supports full adherence to FLSA requirements and state payroll requirements. It also allows for more accurate accounting of pay records and timely payment of overtime.

We encourage you to take time now to consider how these cash flow changes will impact your bill-paying routine. For example, if you have a mortgage or car payment automatically paid from a checking account based on the current semimonthly pay schedule, you may want to adjust the payment arrangement with your bank or credit union.

Employees are encouraged to view the 2016 biweekly pay calendar on wvOASIS and also review the FAQ for Biweekly Pay found on the www.wvoasis.gov website for additional information on the transition from semimonthly pay to biweekly. In addition, a biweekly pay calculator is available to all employees on myApps to estimate the amount of their new biweekly paycheck.

Please continue to monitor the wvOASIS website: www.wvoasis.gov for further announcements and information.