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# Fixed Comp Time process in Banner

## Bi-Weekly Payroll

- All employees will be on a bi-weekly pay cycle, August 1, 2026.

### Employees Transitioning

- Unclassified Staff
- Faculty (10 month or 12 month option)
- Adjuncts
- Graduate Assistants

# Benefits of the Transition

- The current pay calendars align with the transition.
  - Both bi-weekly and monthly payrolls end on July 31
  - **The next occurrence of this alignment will not be until 2037**
- The end of the Summer and 12 month academic pay both end July 31<sup>st</sup>
- Standardizes pay practices across the University 26 pay periods
- Everyone on the same pay periods
- Supervisor approval the same
- Improves the efficiency and accuracy of time reporting.
  - No more predicting leave
  - Timesheets more accurate
  - Reduces audit and compliance risks
- Ensures vacation and sick leave balances will be current.
- Supports compliance with FLSA requirements and related payroll adjustments



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