

Bi-Weekly Conversion Calculator (BWCC) Job Aid

The Bi-weekly Conversion Calculator (BWCC) was created to assist employees transitioning from a monthly pay cycle to a bi-weekly pay cycle in determining their new net pay. The BWCC will convert earning and deductions stated in monthly terms to bi-weekly terms and produce an estimate of the bi-weekly net payment.

The following instructions are meant to guide the employees through the use of the Bi-weekly Conversion Calculator. Employees should contact Felecia Chriss at Fchriss@finance.ucla.edu if they need any further assistance or experience any problems with use of the calculator.

Things You Should Know :

- The calculator will determine the anticipated net of a check as accurately as possible. However, due to the complexity in the calculation of some deductions, the net computed by the calculator is only an estimate. There may be a small difference (+ - 5%) between the estimate from the calculator and an actual bi-weekly paycheck.
- Data for input to the calculator should come from the employee's *Earning Statement - Payment Summary* view. Steps to obtain the employees Payment Summary are included in the instructions. Do not use the Direct Deposit Statement for the BWCC.
- The calculator will convert regular earnings only. Supplemental pay such as overtime, shift differential, stipends, etc. should not be entered in the calculator.
- Amounts entered in the calculator should be positive (no negatives) and monthly values unless stated otherwise. The calculator will convert the monthly amounts into bi-weekly amounts.
- The BWCC computes Employment tax (OASDI and Medicare) as well as Federal and California State income tax ~~rate~~. For employees working out of state, please contact Jeremy Henmi @ jhenmi@finance.ucla.edu .
- Employees seeking information on how bi-weekly pay deductions are calculated and taken from a paycheck can refer to the [Bi-Weekly Pay Conversion Workshop](#) document.

Instructions

Step # 1 - Obtain a copy of your Earnings Statement - Payment Summary View

Your latest Payment Summary can be found on the At Your Service Online web site.

1. Login to AYSO at <https://atyourserviceonline.ucop.edu/ayso/>
2. Enter your AYSO username and password. If you have not established an AYSO login, refer to [How to Login to at Your Service Online](#) for complete details on how to establish a login.
3. Once logged in go to **Income & Taxes** → **Earnings Statement**.



1. The Pay Date Selection appears. Go to the **Pay Date** column. On the Pay Date column select the date of your most recent pay check.

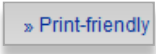
A screenshot of the "Pay Date Selection" screen. At the top, it shows the user's name "Josephine Bruin" and the date/time "Tuesday, April 17, 2012, 7:06 AM PDT". Below this, it displays "Employee ID: 880214735" and "Location: UC Los Angeles". A prompt says "Select a date from the Pay Date column:". A table follows with columns: Pay Date, Pay Period End Date, Earnings, Net Pay, and Notes. The first row has "03-29-2012" in the Pay Date column, which is circled in red and has a yellow arrow pointing to it. The other rows show dates from 03-01-2012 down to 01-03-2012. Each row has a "View Statement" link in the Notes column.

| Pay Date | Pay Period End Date | Earnings | Net Pay | Notes |
|------------|---------------------|------------|------------|----------------|
| 03-29-2012 | 03-31-2012 | \$4,632.42 | \$3,402.79 | View Statement |
| 03-01-2012 | 02-29-2012 | \$4,632.42 | \$3,402.79 | View Statement |
| 02-01-2012 | 01-31-2012 | \$4,632.42 | \$3,418.72 | View Statement |
| 01-03-2012 | 12-31-2011 | \$4,632.42 | \$3,363.47 | View Statement |

Note: Do Not Select "View Statement" (Direct Deposit Statement) for the BWCC.

2. The **Payment Summary** appears. The summary lists your earning details in an easy to read and interpret format. It groups pre-tax reductions, taxes and other deductions.

Print the Payment Summary:

In the top right select  When the Print pop-box appears select **OK** to print the summary.

Step # 2. Access the Bi-weekly Conversion Calculator (BWCC)

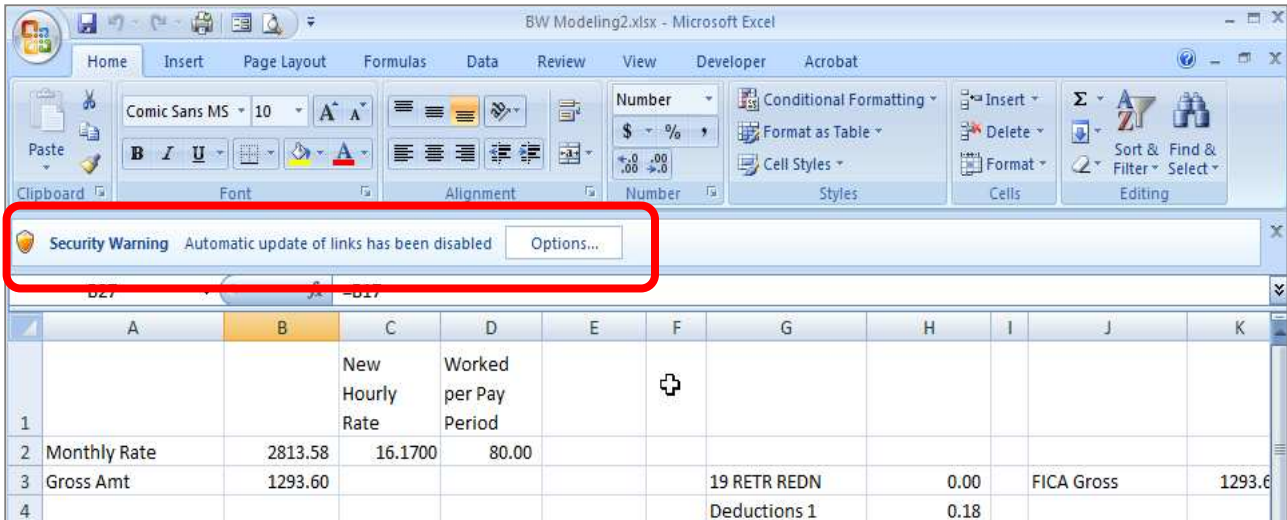
To access the Bi-weekly Conversion Calculator go to
http://www.payroll.ucla.edu/employee/ucla_bwcc.xlsm

The BWCC has built in macros. Based upon the security features of the computer you are using, you may have to give Excel permission to run the macros. To enable the macros do the following:

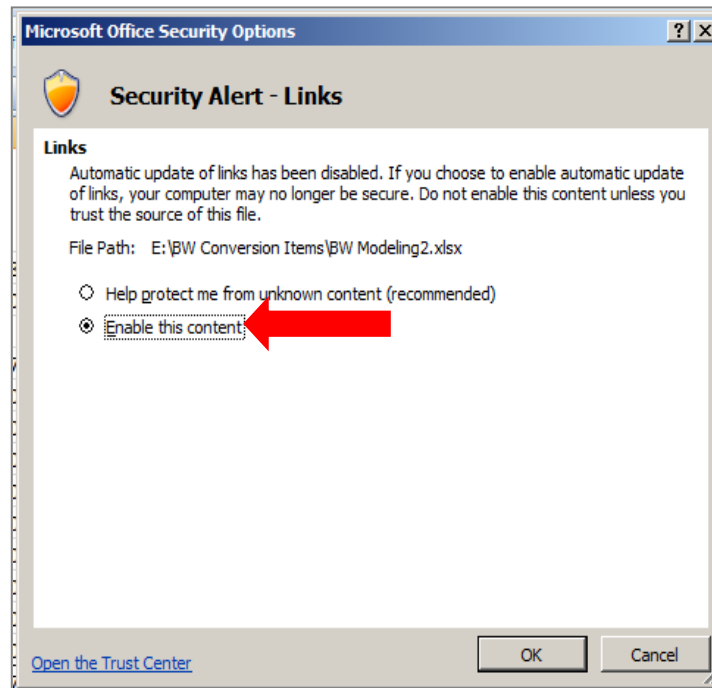
1. Depending on the security features of your computer, one of the following **Security Warning** messages regarding macros will appear at the top of the spreadsheet:
 - a. Security Warning: Macros have been disabled Enable Content (link)
 - i. Click on Enable Content Link.
 - ii. The *UCLA Monthly to Bi-weekly Pay Conversion* entry screen should appear. If this does not happen, please contact Felecia Chriss at fchriss@finance.payroll.ucla.edu . ***Do not enter information directly on the Excel worksheet.***

OR

 - b. Security Warning: Automatic update of links has been disabled (example shown below) Options (link)
 - i. Select "Options".



- ii. The Security Alert – Links pop-up box will appear. Select “*Enable this content*” then click OK. See example below.



- i. The *UCLA Monthly to Bi-weekly Pay Conversion* entry screen will automatically open. If this does not happen, please contact fchriss@finance.payroll.ucla.edu . Do not entry directly onto the excel worksheet.

2. Proceed to entry of data

Step # 3. Entering Data into the Bi-weekly Conversion Calculator (BWCC)

Earnings Details – From the Payment Summary obtained in Step 1, determine the pay rate for regular earnings. *Reminder: The BWCC only convert calculates regular earnings. It does not convert calculate supplemental earnings such as overtime, shift differential, stipends, etc.*

| Earnings Detail | | | | | |
|-----------------|----------------------------|---------------|----------|----------|------------|
| Pay Type | Title | Period Ending | Time | Pay Rate | Amount |
| REGULAR | ANALYST, ADMINISTRATIVE | 03-31-2012 | 1.0000 % | 4,632.42 | \$4,632.42 |

- Enter the Pay Rate into the Monthly Rate field:

Monthly Rate

- Enter the number of hours your normally work per week (ex. 40.00) into the Hours Worked per Week field.

Hours Worked Per Week

Pre-Tax Reductions - The reductions listed under the Pre-Tax Reductions section of your Payment Summary include Medical premiums; Health and DepCare FSAs; pre-tax parking, vanpool, transit; UC mandatory retirement plans (UCRP and DCP); and UC Voluntary retirement plan (403b and 457).

| Pre-Tax Reductions | |
|--------------------|------------|
| HN Blue&Gold HMO | \$59.13 - |
| Health FSA | \$108.33 - |

- Enter all pre-tax reductions as shown on your Payment Summary on the calculator. That is, enter as a monthly amount. The calculator will compute the new bi-weekly amounts automatically. **Note:** *Transit Pre-tax deductions will not split for employee's at UCLA. Transit ~~Pretaxed~~Pre-taxed deductions are flat dollar one time deductions.*

Pre-Tax Reductions

Medical Premium

Health FSA

Social Security (required field) - In the Taxes section (listed directly under Pre-Tax Reductions) review your statement to determine if you have OASDI & Medicare or Medicare only deductions. Example of employee's statement with both OASDI and Medicare deductions:

| Taxes | |
|----------|-----------|
| MEDICARE | \$63.24 - |
| OASDI | \$93.86 - |

- Select which Social Security plan you have indicated on the Payment Summary. If do not have neither OASDI nor Medicare indicated, select “**Neither**”.

Social Security - Please Select One

OASDI and Medicare

Medicare Only

Neither

Insurance & Other - All of the other deductions (i.e. Supplemental Life, Credit Union, AD&D, etc.) that you will need to list in the BWCC can be found in the Insurance & Other section of the Payment Summary.

- Union Dues/Agency Fees – determine if there are any union dues or an agency fee deduction taken.

| Insurance & Other | |
|-------------------|-----------|
| CUE AGY FEE | \$10.61 - |

If you have any union dues or agency fee deduction taken:

1. Select from the drop down box the appropriate Union Dues/Agency Fee Name.
2. Enter the amount of the deduction as shown on the Payment Summary (monthly amount) in the Union Dues/Agency Fee Amt. field.
3. If you do not have a union due or agency fee select “**None**”.

Insurance & Other

Union Dues/Agency Fee Name Union Dues/Agency Fee Amt

- All other deductions on Payment Summary – Up to 10 deductions may be entered.
 1. Enter the monthly amount
 2. Do not re-enter the Union Dues/Agency Fee deduction amount!

| Insurance & Other | | |
|-------------------------|--|------------|
| Supplemental Life | | \$14.62 - |
| DEP LIFE INS | | \$14.51 - |
| Supplemental Disability | | \$15.34 - |
| CUE AGY FEE | | \$10.61 - |
| UNIV C U | | \$400.00 - |

– Insurance & Other

Union Dues/Agency Fee Name: Union Dues/Agency Fee Amt:

| | | | |
|--------------|-------------------------------------|--------------|----------------------|
| Deductions 1 | <input type="text" value="14.62"/> | Deductions 6 | <input type="text"/> |
| Deductions 2 | <input type="text" value="14.51"/> | Deductions 7 | <input type="text"/> |
| Deductions 3 | <input type="text" value="15.34"/> | Deductions 8 | <input type="text"/> |
| Deductions 4 | <input type="text" value="400.00"/> | Deductions 9 | <input type="text"/> |

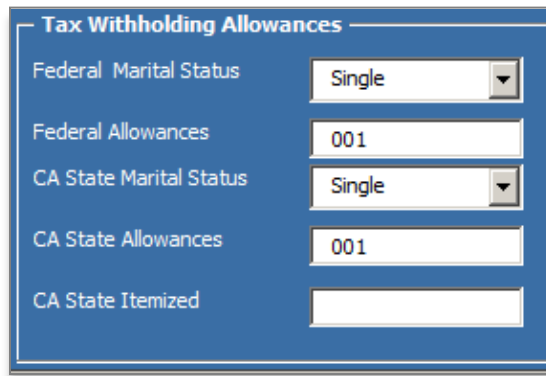
Tax Withholding Allowances (required fields) - The Tax Withholding Allowances sSection on the Payment Summary indicates the marital status and tax allowances that were applied to your last pay check.

| Tax Withholding Allowances | | |
|----------------------------|-------------------------|------------------|
| Federal Withholding | Marital Status - Single | 001 - Allowances |
| CA State Withholding | Marital Status - Single | 001 - Allowances |
| CA Itemized Deductions | | 000 - Allowances |


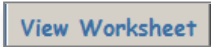
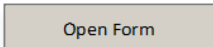
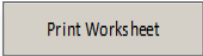
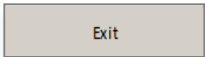
This page shows tax withholding allowances for the pay period indicated only.

To enter data on this section in the BWCC:

- Using the drop down box on the BWCC:
 1. Chose the appropriate Federal Marital Status.
 2. Chose the appropriate CA State Marital Status.
- Enter the number of all allowances as indicated on the Payment Summary for :
 1. Federal Allowances
 2. CA State Marital Status
- Enter the CA State Itemized deductions



Step # 4 - Reviewing the Entered Data

1. Once all data has been entered, select  .
 - The BWCC will validate the data entered. You will be asked to verify your Retirement and Social Security selections.
 - Select OK if the entered information reflects your Retirement and Social Security status
 - Change the information if the entered information is incorrect and select calculate.
 - If there are any errors, the BWCC will halt the calculation process and take you to the field(s) that requires correction.
 - If there are no error messages, your options are to cancel the process or view the worksheet.
2. To view the calculated worksheet details, select  . This will open up to the Excel spreadsheet view.
 - a. You cannot make any changes to the worksheet itself.
 - b. To update/change any data, select  and re-enter the required data.
3. To print a copy of the worksheet select .
4. Once you have finished reviewing/printing the worksheet, select  to close the BWCC.