


University of Nebraska – Lincoln
Payroll Conversion Information
For FLSA Affected Employees
Deduction Detail Information

The details of an employee’s paycheck, earnings and deductions are individualized and can be very detailed and complicated. Not all employees have the same earnings or deductions. Please review the Deduction Detail Information below to learn how March and April pay checks are affected and any employee action required.

Benefits Deductions				
Deduction Type	March 30 th	Action Required	April 13 th +	Action Required
Insured Benefits Medical, Dental, Vision, Voluntary Life/ADD, Long Term Disability, Long Term Care	Monthly Same as previous check as flat dollar amount elected	No	Bi-weekly	No
Flexible Spending Account Health and Dependent Care	\$0	No	Bi-weekly The balance required for election deduction will be spread over the remaining bi-weekly checks.	No Note: Dependent care funds may not available for reimbursement until the 4/13 paycheck deduction
Retirement - % election 401(a), SRA 403(b), Deferred Comp Plan 457(b)	Not the same Based on % gross pay elected	No 401(a) cannot be changed 403(b) and 457(b) - if changing due 2/28	Based on % gross pay elected	No 401(a) cannot be changed 403(b) and 457(b) – if changing for this check, you must contact UNL Benefits – due 3/1-3/31
Retirement – flat \$ election SRA 403(b), Deferred Comp Plan 457(b)	Monthly Same as previous check as flat dollar amount elected	 Yes If you do nothing, your flat dollar election amount will be deducted. The UNL Benefits Office will contact you regarding any changes desired - change form due 2/28	Flat dollar per check elected	No - if you do not desire a change Yes – if changing for this check, you must contact UNL Benefits – change form due 3/1-3/31

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Taxes, Banking & Loans Deductions				
Deduction Type	March 30 th	Action Required	April 13 th +	Action Required
Taxes Extra withholding at flat dollar amount	Monthly Same as previous check flat dollar amount elected	No - if you do not desire a change Yes - if you desire a change, new W-4 form or firefly due 3/1 - 3/21	Flat dollar per check elected	No - if you do not desire a change Yes - if you desire a change, new W-4 form or firefly 3/28 - 4/4
Banking Deposits Additional 2 nd & 3 rd Deposits	Monthly Same as previous check flat dollar amount elected	No - if you do not desire a change Yes - if you desire a change, new form or firefly due 3/1 - 3/21	Flat dollar per check elected	No - if you do not desire a change Yes - if you desire a change, new form or firefly 3/28 - 4/4
NU Credit Union Loan Flat dollar amount agreement	Monthly Same as previous check flat dollar amount elected	No - if you do not desire a change Yes - if you desire a change or wish to discuss options, contact NU Credit Union by 2/28	Flat dollar per check elected	No - if you do not desire a change Yes - if you desire a change or wish to discuss options, contact NU Credit Union by 3/28
UNL Employee Assistance Plan (EAP) Loan	Monthly Same as previous check flat dollar amount elected	No	Bi-weekly	No

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Other Deductions				
Deduction Type	March 30 th	Action Required	April 13 th +	Action Required
UNL Childcare	\$0	 Yes Must contact UNL Childcare by 2/28 to arrange for payment directly	\$0 UNL Childcare does not offer bi-weekly payroll deduction	Not Applicable
UNL Parking	Monthly Same as previous check flat dollar amount elected	No	Bi-weekly Recalculated based on the number of bi-weekly checks remaining in your election period.	No
Campus Recreation	Monthly Same as previous check flat dollar amount elected	No	\$0 Only paid on the 2 nd check each month. The monthly amount will be deducted 4/27.	No
United Way and NU Foundation	Monthly Same as previous check flat dollar amount elected	No	Bi-weekly	No
N-Card expenses	Based on amount spent	No	Based on amount spent	No
Lied Center Tickets	Monthly Same as previous check flat dollar amount elected	No	Not Applicable These deductions are finished in March with Lied ticketing	No
Garnishments , Liens, Child Support	TBD The garnishment order determines the deduction amount based on your earnings each paycheck	No You may want to contact the Garnisher to better understand the amount of the deduction	TBD The garnishment order determines the deduction amount based on your earnings each paycheck	No You may want to contact the Garnisher to better understand the amount of the deduction

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Employee To Do List	
Deduction Type	Action
Retirement – flat \$ or % elections SRA 403(b) and Deferred Comp Plan 457(b)	Contact UNL Benefits to review your election amount and complete a new form by: <i>2/28 for 3/30 3/1 - 3/31 for 4/13</i>
UNL Childcare	Contact UNL Childcare to arrange for payments directly to UNL Childcare by: <i>2/28 for 3/30</i>
Taxes Extra withholding at flat dollar amount	If you desire a change, complete a new W-4 by: <i>3/1 - 3/21 for 3/30 3/28 - 4/4 for 4/13</i>
Banking Deposits Additional 2 nd & 3 rd Deposits	If you desire a change, complete a change by: <i>3/1 - 3/21 for 3/30 3/28 - 4/4 for 4/13</i>
NU Credit Union Loan Flat dollar amount agreement	If you desire a change, Contact the Credit Union to discuss options by: <i>2/28 for 3/30 3/31 for 4/13</i>
Garnishments, Liens, Child Support	Contact the Garnisher to gain an understanding of the potential deduction amount
Financial Planning	<ul style="list-style-type: none"> •Review the deduction detail information •Understand how the pay cycles work •Consider your financial situation •Utilize Resources (EAP, NU Credit Union, Union Bank)