

.02 Converting Income - Received Bi-weekly

Income received, or anticipated to be received, every two weeks is considered bi-weekly income. This includes income scheduled to be paid on a bi-weekly pay cycle, regardless of the date received.

Key BW in the FREQ field on **EAIC** or **UNIC** when the income is received bi-weekly.

AZTECS averages and then converts the income keyed by multiplying the average bi-weekly amount by the conversion factor of 2.15.

(See Example [Bi-weekly Income](#))