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Date: February 10, 2012  
To: Members of AASUA  
From: Chris Cheeseman, Vice-Provost and AVP Human Resource Services  
Wayne Patterson, Director HR Operations, Human Resource Services  
Re: Semi-Monthly Pay Cycle

This summer, the University will make **an important change** to payroll administration **that will affect all NASA staff, postdoctoral fellows, graduate students and excluded students paid by the University.**

Beginning July 1, 2012, the University will **move from paying these groups once per month (or every two weeks, for hourly workers) to two times per month** when we introduce a semi-monthly pay cycle. Rather than receiving a single paycheque each month on the second last banking day (or every second Tuesday for hourly staff), members of these groups will now be paid on the 10<sup>th</sup> and the 25<sup>th</sup> of each month (*or the previous banking day if those dates fall on a weekend or holiday*).

This change will integrate the current monthly and biweekly pay cycles into a combined pay cycle featuring two pay periods and two pay dates per month. Pay dates will be approximately 10 days after each pay period end date. This means for the pay period of the 1<sup>st</sup> to the 15<sup>th</sup>, payment will be made the 25<sup>th</sup>. For the pay period of the 16<sup>th</sup> to the end of the month, payment will be made on the 10<sup>th</sup> of the next month.

This change is designed to improve the payroll process, both for impacted individuals and the University. For impacted individuals, the change will support more timely, accurate and earlier payment. For the University, the payroll processes will be more streamlined, standardized and simplified.

**July 2012 will be the transition month.** In July, those individuals moving to the semi-monthly pay cycle will receive only one semi-monthly cheque, on July 25<sup>th</sup>, covering the first pay period of the month (July 1<sup>st</sup> to July 15<sup>th</sup>), and equalling approximately one half of their monthly pay. The next pay date will be August 10<sup>th</sup>, covering the period July 16<sup>th</sup> to July 31<sup>st</sup>. Starting in August, and going forward, there will be two pay dates within each month.

*To assist with this transition, the University is offering an optional one-time cash advance to help offset any financial challenges individuals may face in the first month of the change.* Details of the advance program, including how to apply, will be provided in the coming weeks.

Human Resource Services plans ongoing communication to all affected individuals, including those who handle payroll operations, between now and the start of the transition. This will include emails, a website that will be continuously updated throughout the year (and includes tools like an advance calculator), Town Hall meetings, brochures, HR staff training, articles and a helpline/contact site to enable you to speak with someone directly about these changes.

To ask questions or locate more information about this upcoming change, please visit the project website at [www.se2.ualberta.ca](http://www.se2.ualberta.ca), call the project information line at (780) 492-4395 or email [se2help@ualberta.ca](mailto:se2help@ualberta.ca).

Sincerely,

Chris Cheeseman  
Vice-Provost and AVP

Wayne Patterson  
Director HR Operations