



Interdepartmental Correspondence

Office of the Vice-Provost & Associate Vice-President | Human Resource Services | 780.492.4555

Date: February 10, 2012

To: Deans, Chairs, Directors, APOs

From: Chris Cheeseman, Vice-Provost & Associate Vice-President (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 10th and the 25th 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 also be approximately 10 days after each pay period end date. This means for the pay period of the 1st to the 15th, payment will be made the 25th. For the pay period of the 16th to the end of the month, payment will be made on the 10th 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 25th, covering the first pay period of the month (July 1st to July 15th), and equalling approximately one half of their monthly pay. The next pay date will be August 10th, covering the period July 16th to July 31st. 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.

We are committed to minimizing the disruption for you during this change. Please expect ongoing communication 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 speak with someone directly about these changes. An email notice announcing this change has been sent out to all affected individuals.

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

Sincerely,



Chris Cheeseman
Vice-Provost and AVP (HRS)



Wayne Patterson
Director HR Operations