



## Interdepartmental Correspondence

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

Date: February 10, 2012

To: Payroll Contacts/Human Resource Managers

Cc: Payroll Operations, Human Resource Services

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 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 also 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 you and the University. For you, 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.

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 enable you and your staff to speak with someone directly about these changes.

As someone responsible for payroll and human resources in your area, your role will be important to supporting and communicating this initiative. Human Resource Services is committed to doing everything we can to ensure you get all the information and assistance you need to support this upcoming change. All changes to payroll processes, deadlines, forms or PeopleSoft will be communicated with you during the next few months.

An email notice has been sent out to all affected individuals announcing the change (copy attached). Please share this notice as necessary to ensure that all stakeholders are notified of the change. Also attached is a poster to assist with communicating the upcoming change. We would ask that you distribute within your area as appropriate. A copy of the poster is also available for download on the Semi-Monthly Pay Cycle Change website at [www.se2.ualberta.ca](http://www.se2.ualberta.ca).

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 (HRS)



Wayne Patterson  
Director HR Operations