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Date: February 24, 2012
To: Personnel/Payroll Contacts
From: Wayne Patterson, Director, HR Operations
Re: Semi-Monthly Pay Change Posters & Townhall

On February 10, 2012, the University community was notified by email of the new Semi-Monthly Pay cycle that will be implemented by Human Resource Services in July 2012. A copy of these email messages can be located on the Communication page of the Service Excellence & Efficiency website at se2.ualberta.ca.

Beginning July 1, 2012, the University of Alberta will be introducing a semi-monthly pay cycle for all NASA staff, graduate students, excluded students and postdoctoral fellows. The semi-monthly pay cycle will consolidate the current monthly and biweekly pay cycles into a combined pay cycle featuring two pay periods and two pay dates each month.

Human Resource Services understands that there will be many discussions that will occur during the course of this shift. We embrace any comments, suggestions and questions that will arise. Our primary goal is to consistently establish open and transparent communication to provide affected personnel the answers and resources that many will undoubtedly seek. To facilitate this, we are committed to minimizing the disruption for you and your staff during this transition by generating awareness as early as possible. The provided posters are critical to delivering a visual reminder not just for the cycle change, but to allow time to make any necessary changes.

We ask for your assistance to post these posters in several visible locations within your department. A copy of the poster is also available for downloading at the Service Excellence & Efficiency website. A town hall session for Payroll Contacts will be held on March 1, 1:30-3:00 pm, room 2-190 ECHA to discuss the change, provide more information to you and answer your questions. You are all welcome to attend. Additional sessions for NASA staff, graduate students and postdoctoral fellows will be held on March 13 and March 19, noon to 1:00 pm. More information about those sessions will be published shortly.

If you have any questions, comments or concerns, please contact the project helpdesk at se2help@ualberta.ca or (780) 492-4395 or contact me directly.

Sincerely,



Wayne Patterson
Director, HR Operations