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Date: Monday, April 16, 2012

To: Eligible NASA Staff

Cc: NASA, Personnel Contacts, Administrative Professional Officers, HR Managers

From: Phyllis Clark, Vice-President (Finance & Administration)
Chris Cheeseman, Vice Provost and Associate Vice President Human Resources

Re: Options for NASA Employees Transitioning to Semi-Monthly Pay

To assist staff with the transition to semi-monthly pay, the University is offering an optional one-time cash advance to salaried employees to help offset any financial challenges individuals may face in the first month of the change. Details about the cash advance program, along with the form to apply for the cash advance, are available on the project website at www.se2.ualberta.ca. The deadline to request the cash advance is **June 1**.

In addition to the cash advance program, the University has recently also approved **additional options** to support eligible staff during the transition period:

1. An employee may request a payout of their banked overtime pay in accordance with the collective agreement (Trust Article 5.04 and Operating Article 6.07). Trust employee overtime payouts would have to be allowable under the terms and conditions of the grant. This payout would occur on the July 25, 2012 pay.

Or

2. An employee may request a payout of up to 10 days of their accrued vacation provided the employee has an accrued vacation bank of at least 150% of an annual allotment (i.e. an employee with an entitlement of 20 days annually would need to have a vacation balance of 30 days to be eligible for this option). This would be a one-time payout of vacation for a one time situation (change in pay cycles). This payout would occur on the July 25, 2012 pay.

Or

3. A combination of option 1 and option 2. The maximum resulting from options 1 and 2 cannot exceed 10 days' pay in total.

An employee may request the cash advance, along with one or both of the additional options noted above. This one-time limited access to vacation payout and overtime payout must be at the employee's request and all requests require validation and approval by the department or trustholder. The attached form must be completed by the employee and signed off by your department or trustholder and returned to Human Resource Services by **June 15, 2012**.

Additional information is available on the project website for all the transition support options. Please visit our website at www.se2.ualberta.ca or contact the project helpdesk at (780) 492-4395 or by email at se2help@ualberta.ca.

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