

# SEMI-MONTHLY PAY CHANGE

## PAY DATES ARE CHANGING...

- ▶ Effective **JULY 1, 2012** the new semi-monthly pay cycle begins for all NASA staff, graduate students, excluded students and postdoctoral fellows. 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).
- ▶ 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 (1st to 15th), and equalling approximately **one half** of your monthly salary.
- ▶ The next pay date will be August 10th, covering the second pay period (July 16th to the end of the month). Starting in August, and going forward, you will have two pay dates within each month.

## ONE-TIME CASH ADVANCE

- ▶ To assist with the transition during the month of July, the University is offering an optional one-time cash advance to eligible salaried employees, graduate students and postdoctoral fellows to help offset any financial challenges affected individuals may face in the first month of the change. The advance will be paid on July 25, 2012 and will need to be repaid in equal instalments over a maximum of 24 pay periods, or by the end of your appointment, whichever is earlier. The cash advance is only available upon request.
- ▶ The period to apply for the cash advance program starts **April 1** and your choice must be finalized by **June 1**. After June 1, you will not be able to make changes to your choice for the amount of advance or the repayment period.
- ▶ Specific conditions of the cash advance program, the form to apply for the program and tools to assist you in making your decision are available on the SE2 website, [www.se2.ualberta.ca](http://www.se2.ualberta.ca).

## MORE QUESTIONS?

If you would like more information about the semi-monthly pay change, please take a look at the detailed information on the website:

[www.se2.ualberta.ca](http://www.se2.ualberta.ca).

You can also:

Email [se2help@ualberta.ca](mailto:se2help@ualberta.ca); or

Call the helpline at 780-492-4395

