

Date: September 10, 2012
To: HR/Payroll Contacts
Cc: Payroll Operations, Graduate Students, Graduate Student Association
From: Wayne Patterson, Director, HR Operations

Re: Important Information about Graduate Students with Employment and/or Scholarships

This email contains important information about the new semi-monthly payment cycle and how it impacts payments for graduate student scholarships and employment.

On July 1, 2012, the University began paying non-academic staff, students and postdoctoral fellows on a new semi-monthly pay cycle. Each month contains two pay periods. The first pay period is the 1st-15th of the month and is paid on the 25th of the month. Pay period two is the 16th to the last day of the month and is paid on the 10th day of the next month. If the 10th or 25th are non-banking days, the payment date is the previous banking day. All individuals in these groups are now paid a maximum of 10 days following each pay period.

The following will explain how students are now paid on the new semi-monthly pay cycle.

A. Students with Employment

Students with earnings from academic-related employment (example Graduate teaching assistant or graduate research assistant) will be paid for all hours worked during the pay period on the next payment date. For example, if a graduate student starts employment on September 1, the first payment will be September 25 for all time worked between September 1-15. The next pay date is October 10 for all time worked between September 16-30. Payment is 10 days after the pay period.

B. Students with One-Time Scholarship Payments

Students with one-time scholarship payments will be paid their scholarship on the next available payment date. If the scholarship payment request is provided to Payroll Operations in the first pay period of the month (ex. September 1-15), the full payment will be made on September 25th.

C. Students with Ongoing Monthly Scholarship Payments (beginning on or after July 1, 2012)

Students receiving ongoing monthly scholarships will now be paid their scholarship on each available payment date during the period of the scholarship until the entire scholarship amount is paid out. In the first month of any new scholarship, the student will receive the entire monthly amount on one payment on the 25th of the month. After that, ½ of the monthly amount will be paid on each payment date in the month until the entire scholarship is paid.

The goal is for students to continue to receive the fully monthly scholarship amount in each month of scholarship whether there is one or two payment dates in that month.

For example, a student is given a \$2,000/month scholarship for the period of September 1, 2012 to August 31, 2013 for a total scholarship of \$24,000. The payments are made as follows.

Pay Period Start	Pay Period End	Payment Date	Payment Amount	Monthly Total
09/01/2012	09/15/2012	09/25/2012	2,000.00	2,000.00
09/16/2012	09/30/2012	10/10/2012	1,000.00	
10/01/2012	10/15/2012	10/25/2012	1,000.00	2,000.00
10/16/2012	10/31/2012	11/09/2012	1,000.00	
11/01/2012	11/15/2012	11/23/2012	1,000.00	2,000.00
11/16/2012	11/30/2012	12/10/2012	1,000.00	
12/01/2012	12/15/2012	12/24/2012	1,000.00	2,000.00
12/16/2012	12/31/2012	01/10/2013	1,000.00	
01/01/2013	01/15/2013	01/25/2013	1,000.00	2,000.00
01/16/2013	01/31/2013	02/08/2013	1,000.00	
02/01/2013	02/15/2013	02/25/2013	1,000.00	2,000.00
02/16/2013	02/28/2013	03/08/2013	1,000.00	
03/01/2013	03/15/2013	03/25/2013	1,000.00	2,000.00
03/16/2013	03/31/2013	04/10/2013	1,000.00	
04/01/2013	04/15/2013	04/25/2013	1,000.00	2,000.00
04/16/2013	04/30/2013	05/10/2013	1,000.00	
05/01/2013	05/15/2013	05/24/2013	1,000.00	2,000.00
05/16/2013	05/31/2013	06/10/2013	1,000.00	
06/01/2013	06/15/2013	06/25/2013	1,000.00	2,000.00
06/16/2013	06/30/2013	07/10/2013	1,000.00	
07/01/2013	07/15/2013	07/25/2013	1,000.00	2,000.00
07/16/2013	07/31/2013	08/09/2013	1,000.00	
08/01/2013	08/15/2013	08/23/2013	1,000.00	2,000.00
08/16/2013	08/31/2013	09/10/2013		
		Total Payments	\$ 24,000.00	\$ 24,000.00

Note:

While the original term of the scholarship was September 1, 2012 to August 31, 2013, all payments will be fully made on the last payment of August 23, 2013. No scholarship payments are owing on the September 10, 2013 payment date.

D. Students with Ongoing Monthly Scholarship Payments (beginning before July 1, 2012)

Students who were receiving ongoing monthly scholarships that started before July 1, 2012 but continued through the semi-monthly conversion period were paid on both the monthly and semi-monthly pay cycles. Students in that situation received monthly payments until the end of June 2012 and then began semi-monthly payments on July 25, 2012.

For example, a student had a \$2,000/month scholarship for the period of September 1, 2011 to August 31, 2012 for a total scholarship of \$24,000. The payments were made as follows.

Pay Period Start	Pay Period End	Payment Date	Payment Amount	Note
09/01/2011	09/30/2011	09/29/2011	2,000.00	
10/01/2011	10/31/2011	10/28/2011	2,000.00	
11/01/2011	11/30/2011	11/29/2011	2,000.00	
12/01/2011	12/31/2011	12/22/2011	2,000.00	
01/01/2012	01/31/2012	01/30/2012	2,000.00	
02/01/2012	02/29/2012	02/28/2012	2,000.00	
03/01/2012	03/31/2012	03/29/2012	2,000.00	
04/01/2012	04/30/2012	04/27/2012	2,000.00	
05/01/2012	05/31/2012	05/30/2012	2,000.00	
06/01/2012	06/30/2012	06/28/2012	2,000.00	
07/01/2012*	07/15/2012	07/25/2012	2,000.00	*Semi-monthly pay starts
07/16/2012	07/31/2012	08/10/2012	1,000.00	
08/01/2012	08/15/2012	08/24/2012	1,000.00	
08/16/2012	08/31/2012	09/10/2012		
		Total Payments	\$ 24,000.00	

Note:

During the first month of the new semi-monthly pay cycle, the student had only one pay cheque on July 25, 2012 so the entire monthly payment was paid on that cheque. Beginning in August, payments will split into semi-monthly payments.

E. Ending Scholarship Payments before the End of Term

If a graduate student scholarship payment is to be ended before the original term of the scholarship, Payroll Operations must be notified through Smart Forms or Pay Action Form by the payroll deadline for that pay period and the total amount of the scholarship will be reduced to ensure that payments cease at the appropriate time. For example, if the \$2,000 scholarship shown in C. above was to stop on December 31, the last payment received would be on December 24th and the total amount of the scholarship would be changed to \$8,000 (\$2,000/month x 4 months [Sept-Dec]).

Need more information?

If you have questions regarding your scholarship payments, please contact your Graduate Program Advisor in your department or faculty or contact the applicable Employment and Payroll Advisor for your department. Your advisor can be found at www.hrs.ualberta/contacts/advisors.

For information about the new semi-monthly pay cycle, please visit www.se2.ualberta.ca.

Sincerely,

Wayne Patterson
 Director, HR Operations