

From: Allyson Moerman (amoerman)
Sent: Tuesday, October 13, 2015 2:38 PM
To: Allyson Moerman (amoerman)
Subject: Effective January 2016 - Change in Pay date

The Commonwealth will be changing payroll systems. In order to allow ample time for you to adjust to any impact of the change, UMW is taking incremental steps in advance. One of these changes is effective with calendar year 2016 - the pay day for the wage employees will be **Friday**. This change will ensure that we have enough time going forward to meet state payroll deadlines.

Beginning with your first pay check in 2016 (for the pay period 12/14/15-12/27/15), you will be paid on Friday, January 8 rather than Wednesday, January 6. Thereafter, the pay date will be the second Friday following the end of the pay period instead of the second Wednesday. Attached is the Biweekly payroll calendar for 2016; it will be posted to the [Payroll website](#) shortly.

We apologize for any inconvenience and hope that by sharing this information now, you will be able to plan for a smooth transition. For example, the change may impact your automatic payments with your bank or payment due dates. Please make sure to review your personal situation for any needed adjustments. I will continue to send reminder notices through December. Please feel free to share this information with others.

Please do not hesitate to contact me if you have any questions or concerns.

Allyson

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