MEMORANDUM

TO: ALL BIWEEKLY EMPLOYEES
FROM: KEVIN MERKEL, SENIOR DIRECTOR, PAYROLL SERVICES & TOTAL REWARDS
SUBJECT: PAY DATE CHANGE
DATE: Friday, January 18, 2019

The University System of Georgia (USG) recently launched the OneUSG initiative - bringing all its institutions into OneUSG Connect; the single technology solution for managing human resources activities, benefits and compensation for all USG schools.

In the coming months, we will be integrating our payroll systems with USG’s. For this integration to work, Georgia Tech must have the same pay week as the USG.

Currently, our payroll cycle begins on a Thursday and ends on a Wednesday, and each two-week period is paid on the following Friday. For example this past Wednesday, 1/16/19, was the end of the last pay period (1/3/19 – 1/16/19) and biweekly employees are paid next Friday, 1/25/19.

Our new cycle will begin on a Sunday and end on a Saturday (pay day will still be on Fridays). This change will begin on Sunday, May 19, 2019 – and the first pay period on the new biweekly cycle will be 5/19/19 – 6/1/19 to be paid on 6/7/19.

The final full payroll period on the current cycle is 4/25/19 – 5/8/19 and it will be paid on 5/17/19.

What about May 9-18?

May 9-18 is the what we are calling a pay week transition marking the end of the old cycle and the start of the new cycle. Any hours you work on those 10 days will be paid separately on May 24, 2019. In May, you will receive your normal biweekly paycheck on May 3 and May 17, and any hours worked during the transition week (5/9/19 – 5/18/19) will be paid May 24.

Below is a calendar that helps illustrate how this transition will occur.
What happens next?

We are planning a series of informational sessions designed to cover the payroll transition in detail, answer your questions and discuss next steps.

In the coming days, you will receive an invite to attend any of the following initial round of info sessions:

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<tr>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Wednesday, January 23</td>
<td>1-2 p.m.</td>
<td>Clough Undergraduate Learning Commons, Room 102 (Live Stream Available)</td>
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<tr>
<td>Thursday, February 7</td>
<td>3-4 p.m.</td>
<td>Technology Square Research Bldg, Banquet Hall</td>
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<tr>
<td>Friday, February 8</td>
<td>2:30-3:30 p.m.</td>
<td>Weber Space Science &amp; Technology Bldg I, Classroom 1 (Live Stream Available)</td>
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To support you in this change, we encouraged all managers to exercise scheduling flexibility so you may take the opportunity to attend one of the info sessions. We will also offer special information sessions to units with a larger number of employees or those with schedules outside of the information sessions offered.

Is there anything else I should do right now?

The only action you need to take at this time is to register for an information session. Because this is a significant change, we want to help you understand the impact and identify things you will want to consider.

Thank you in advance for your patience and understanding as we make this important institutional transition.

For questions, contact your Human Resources Business Partner or representative, call 404-894-4614 or email pay.ask@ohr.gatech.edu.