Dear Kronos Community:

As you know, there will be a significant change to the biweekly (hourly) employee pay schedule this month. Our biweekly pay week will permanently begin on a Sunday and end on a Saturday to align with the OneUSG Connect initiative. The first day of the new pay week will be Sunday, May 19.

To make this new alignment work, the biweekly payroll will be processed on Monday, May 20 for the shortened pay week of Thursday, May 9 through Saturday, May 18 (10 days including the weekend). This shortened pay week will be paid on Friday, May 24. The first new full two-week pay period of Sunday, May 19 to Saturday, June 1, will be paid on Friday, June 7.

IMPORTANT INFORMATION TO NOTE:

- All Kronos timesheets will have to be signed off by noon on Monday, May 20 for the shortened pay period (Thursday, May 9 through Saturday, May 18).
- Going forward, timecards will need to be signed off every other Monday before noon.
- Employees should continue to badge in like normal, and the Kronos system will not experience any downtime during this transition.

For more information on the Pay Week Change, visit hr.gatech.edu/pay-week-change. For questions, email pay.ask@ohr.gatech.edu. We appreciate your partnership. Thank you in advance for your patience and understanding as the Institute makes this important transition.

Thank you,

Zach Rogers, CPA, MBA, MPA
Director of Payroll Operations, Human Resources
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May 2, 2019