Dear Time Editor User:

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, biweekly payroll will be processed on Monday, May 20 for a shortened pay week of Thursday, May 9 through Saturday, May 18 (10 working days). 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 timesheets must be keyed by time editors by noon on Monday, May 20 for the shortened pay period (Thursday, May 9 through Saturday, May 18). Time Editor will be open 8 a.m. Friday, May 17. **Do not estimate time.**
- Georgia Tech Payroll will not generate timesheets for time editors for the shortened pay week ending Saturday, May 18 or the full new pay period ending Saturday, June 1. Use the following time documents for those two periods:
  - [Time Document for May 9-18 (Pay Week Transition)]
  - [Time Document for May 19-June 1]
- You will notice that May 19-May 22 is not included on the shortened pay period timesheet because it will be included in the pay period ending June 1.
- After May 20, timesheets will continue to be due **every other Monday at noon** so payroll can be processed at 2 p.m. that same day. Managers and department leadership should work with time editors by flexing time or provide additional support to ensure deadlines are met.

**TWO WAYS TO SUBMIT COPIES:**

**Campus Mail:**
Send to Georgia Tech Payroll via interoffice Mail Code 0435

**In-Person:**
Bring directly to Georgia Tech Payroll at 500 Tech Parkway NW

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After Monday, June 3, time editors need to submit copies of all paper timesheets for the period ending May 18 and pay period ending June 1 to the Payroll Office for review.

5/2/19 (continued)
Emailed copies of the paper timesheets will not be accepted. This important review will help determine (along with other types of time system users on campus) if overtime is due to employees because of the Pay Week Change.

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
Georgia Institute of Technology