

To: All Blinn College Employees

From: Kelli Shomaker, CFO/Senior Vice President for Finance & Administrative Services

Subject: Pay Date Change

Date: June 23, 2016

As was previously mentioned in an all-employee survey, Blinn College will be moving the monthly pay date from the 20<sup>th</sup> of the month to the last day of the month beginning January 2017. This change will occur in conjunction with the implementation of the new Banner HR and Payroll system. We hope the advance notice of this change will provide sufficient time for you to make any necessary adjustments to your finances that may be effected by the pay date change.

To assist employees in understanding and preparing for this change, please review these frequently asked questions. Look for upcoming additional FAQs regarding the Banner implementation to be available on the Human Resources webpage.

**When will the pay date change be effective for monthly salaried employees?**

Based on feedback from an all-employee survey, there will be a three-month transition leading up to the January 31, 2017 pay date. The monthly pay date will remain on the 20<sup>th</sup> of the month through September 20, 2016. The transition period calendar is:

Month	Pay Date	# of days since last pay date
October	10/24/2016	34
November	11/28/2016	35
December	12/30/2016	32
January	1/31/2017	32

It is important to note that currently the number of days between pay checks can vary from 28 days to 33 days depending on if the 20<sup>th</sup> falls on a weekday or a weekend, or if there is a holiday around the pay date. This variation will continue when we move to the new pay date. During the transition period, you will not experience more than 35 days between pay checks. The purpose of the transition period is to minimize the number of days between pay checks and lessen the impact to the employee.

**What if I am paid twice a month?**

In Banner, all hourly/timesheet employees will be paid twice a month and all salaried employees will be paid once a month. Beginning in September 2016 you will continue to be paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month until November. In December 2016 your pay dates will be the 5<sup>th</sup>, 15<sup>th</sup> and 30<sup>th</sup>. In January 2017 your pay dates will continue on the 15<sup>th</sup> and last day of the month. You will follow the timesheet deadline payroll periods and pay dates. The timesheet deadlines can be found on the HR forms page.

**Will my salary change?**

No, your salary or hourly rate will not be impacted by the pay date change.

**Suggested steps to prepare for the change:**

- Evaluate any automatic bill payments that you have set up for any regular expenses, for example mortgage payments, car payments, utilities, credit card or other loans.
- We encourage you to work with your financial institution to change payment dates as needed.
- Some companies will allow you to change a due date from your online account. If this is not an option, contact the company and ask for a date change. Let them know that you are requesting a change to your due date because your employer is changing your pay date.
- We suggest you use this memo as evidence to creditors of the pay date change. If a creditor requests further confirmation of this change from your employer, please contact Human Resources.