



**I M P O R T A N T**

# PAYDATE CHANGES

## Starting in July, Transit Team payday is changing from Wednesday to Friday

The transition to our new Workday HR and Payroll system requires us to change our payday from every other Wednesday to every other Friday. This means that, beginning in July, your hours will be calculated from Sunday through Saturday, and paid the following Friday. You will still be paid biweekly.

### How the transition will work: **Regular hours**

**Your final Wednesday paycheck will come on 7/6/22** and it will pay you for your hours worked from 6/16/22 - 6/29/22

**Your first Friday paycheck will come on 7/8/22** and it will pay you for three transitional days 6/30/22, 7/1/22, 7/2/22. (This check will be small as it only contains three days, but it will come two days after your final Wednesday Paycheck)



You will get **TWO** paychecks the week of 7/3/22. Together they will add up to your full two-week paycheck.

### How the transition will work: **Overtime hours**

To calculate your overtime during the transition period we will take the final 10 days (6/23/22-7/2/22) and split it into two groups. One period will be from 6/23/22-6/29/22 and the other from 6/26/22-7/2/22.

Once we have determined the regular hours and overtime hours for each period, **we will pay you the higher of the two amounts** on the 7/8/22 paycheck.



Your first full Friday Paycheck will be on 7/22/22 and will contain your hours worked from 7/3/22-7/16/22.



# PAYDATE CHANGES

## SCHEDULE

### Final Old Payroll

Covers:  
6/16/22 - 6/29/22

**Paid on  
Wed, July 6**

### Transition Payroll

Covers:  
6/30/22 - 7/2/22

**Paid on  
Friday, July 8**

### First New Payroll

Covers:  
7/3/22-7/16/22

**Paid on  
Friday, July 22**

## JULY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			END OF ORIGINAL TRANSIT TEAM PAYROLL (THU-WED)	TRANSITIONARY DAY PAID ON 7/8	TRANSITIONARY DAY PAID ON 7/8	TRANSITIONARY DAY PAID ON 7/8
START OF NEW PAYROLL SCHEDULE (SUNDAY-SATURDAY)			LAST WEDNESDAY PAYCHECK (6/16/22-6/29/22)		FIRST FRIDAY PAYCHECK (PAID FOR TRANSITION 6/30-7/2 SMALL 3 DAYS ONLY)	
						END OF FIRST NEW PAYROLL SCHEDULE (SUNDAY-SATURDAY)
					FIRST FULL FRIDAY PAYCHECK (7/3/22-7/16/22)	