

## ONLINE PAY STATEMENT - ROLLOUT AND COMMUNICATION SCHEDULE

May 28, 2009	e-mail to SAP users re Online Pay Statement
May 28, 2009	Online Pay Statement web site links to netid and password help information
May 29, 2009	Monthly employees receive first notice of Online Pay Statement via check/direct deposit insert in monthly pay
June 2, 2009	Dept bookkeepers receive memo from payroll about Online Pay Statement
June 2, 2009	Biweekly employees receive first notice of Online Pay Statement via check/direct deposit insert in biweekly pay
June 30, 2009	Biweekly employees receive second notice of Online Pay Statement via check/direct deposit insert in biweekly pay
June 30, 2009	Monthly employees receive second notice of Online Pay Statement via check/direct deposit insert in monthly pay
July 13, 2009	Biweekly employees receive first e-mail re Online Pay Statement
July 14, 2009	Biweekly employees receive notice of Online Pay Statement and a printed advice on biweekly payday
July 19, 2009	Employees receiving a longevity check receive e-mail re Online Pay Statement
July 20, 2009	Employees receiving a longevity check receive a printed advice on payday
July 27, 2009	Biweekly employees receive e-mail re Online Pay Statement
July 28, 2009	Biweekly employees receive FINAL printed advice on payday and a "final" notice insert.
July 30, 2009	Monthly employees receive first e-mail re Online Pay Statement
July 31, 2009	Monthly employees receive FINAL printed advice on payday and a "final" notice insert.
August 10, 2009	Biweekly employees receive e-mail re Online Pay Statement
August 11, 2009	Biweekly Pay Date - NO PRINTED ADVICES
August 18, 2009	Employees receiving longevity pay receive e-mail re Online Pay Statement
August 19, 2009	Longevity Pay Date - NO PRINTED ADVICES
August 24, 2009	Biweekly employees receive e-mail re Online Pay Statement
August 25, 2009	Biweekly Pay Date - NO PRINTED ADVICES
August 30, 2009	Monthly employees receive e-mail re Online Pay Statement
August 31, 2009	Monthly Pay Date - NO PRINTED ADVICES