Pay Frequency Change

**Frequently Asked Questions**

**General Questions**

1. **What is the new pay schedule?**
   - The new pay schedule will be effective January 1, 2017. The first payday will be Friday, January 20, 2017.

2. **When do employees receive pay statements?**
   - Employees will receive pay statements on the same day their pay is deposited into their bank account or paid via Direct Deposit. Pay statements will be available online through ADP's self-service portal.

3. **What documentation is required for new pay schedules?**
   - Employees are required to sign a form acknowledging the change in pay schedule.

4. **Can employees request a change in pay frequency?**
   - Employees can request a change in pay frequency by submitting a written request to their supervisor. Approval will be granted based on business needs and availability of resources.

**Sample Calendar**

- **January:** First payday will be on Friday, January 20, 2017.
- **February:** Paydays will be on February 17, 2017.
- **March:** Paydays will be on March 17, 2017.
- **April:** Paydays will be on April 14, 2017.
- **May:** Paydays will be on May 19, 2017.
- **June:** Payday will be on June 16, 2017.
- **July:** Payday will be on July 21, 2017.
- **August:** Payday will be on August 18, 2017.
- **September:** Payday will be on September 15, 2017.
- **October:** Payday will be on October 13, 2017.
- **November:** Payday will be on November 10, 2017.
- **December:** Payday will be on December 8, 2017.

**Reminder**

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