



MEMORANDUM

TO: Employees On Dual Payroll Cycles

FROM: Vanasia C. Parks
Assistant Vice Chancellor Business Activities

DATE: December 21, 2001

SUBJECT: Payroll Changes

The University has changed to a new system called IRIS for payroll. The change will require you to be switched from both a bi-weekly and monthly pay cycle to a bi-weekly pay cycle only. Your monthly payroll will be divided accordingly with the bi-weekly pay cycles within your remaining appointment period. This calculated amount will be included with your bi-weekly payroll amount beginning on the January 22, 2002 pay date.

Please contact me at 755-4536 if you have any questions or concerns. I hope you have a happy and safe holiday season.