BIWEEKLY PAY DATES ARE SHIFTING THIS APRIL

This April, Middlebury will consolidate the payroll schedule for all employees in Vermont and California. This will make our processes simpler and more efficient for both the finance team and managers at the Institute.

- The timing of when biweekly paychecks will be issued for California employees will shift in April.
- **There will be no gap in pay.** However, there will be a special one-week pay period to cover a transition week between the two different pay cycles.
- There will be a special entry period for time cards for the transition week of April 10–April 14.

**PLAN AHEAD**

Do you have autopayments set for the start of the month? The shift in schedule could affect the amount of money you are accustomed to having in your account. Track your cash flow or adjust autopayments.

**NEED SUPPORT?**

Talk to your manager or reach out with questions about the following:

- **Time entry and approval and absences:** HR@middlebury.edu or call 831-647-3539
- **Taxes and payslips:** payroll@gmhec.org or call 802-443-2100
- **Benefit deductions:** benefits@gmhec.org or call 802-443-5485

go.miis.edu/payrollshift