



## 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.

March / April / May						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**APRIL 14:** Last biweekly paycheck on the old schedule (3/27–4/9)

**APRIL 21:** Transition paycheck for one week of pay (4/10–4/16)

**MAY 5:** First biweekly paycheck on the new schedule (4/17–4/30)

### 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](mailto:HR@middlebury.edu) or call 831-647-3539
- **Taxes and payslips:** [payroll@gmhec.org](mailto:payroll@gmhec.org) or call 802-443-2100
- **Benefit deductions:** [benefits@gmhec.org](mailto:benefits@gmhec.org) or call 802-443-5485

[go.miis.edu/payrollshift](https://go.miis.edu/payrollshift)