

**Communication Topic:** January 2, 2026 Supplemental Off Cycle Pay Process

**Audience:** Salary Employees with Supplemental Payments (Message 2)

**Target Send Date:** 1/2/2026

**From:** Renee Royston (backup for Monday is Joanna Robert or Jennifer Hannan)

**Method of Communication:** Email, bcc

**E-News Email Subject Line:** Update on Your January 2, 2026 Pay for December 2025

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We want to inform you about an issue that impacted your January paycheck due to system changes implemented in Workday on December 23.

You did not receive your full pay for overtime, differential, or premium pay hours approved for December on your January paycheck.

**What we are doing to fix this**

Our team is actively working to ensure you get paid promptly.

- We are processing a supplemental payment for you January 2 to ensure you receive any December wages impacted by this issue.
- When this pay is available to you is dependent on your payment elections, for example if you selected direct deposit versus a check in the mail.
- Any time entered prior to January 1 will be paid on this supplemental payment and unless you need to make changes to your December hours after January 1 you will not receive a January 15 paycheck.
- If you have made any changes to your December hours after January 1 or need to make changes and have additional unapproved hours in December, you must notify your manager and payroll office to ensure you get paid for those hours on January 15.
- If you do not notify your manager and payroll office, then you will be paid for any additional hours entered after January 1 for December on the February 13 paycheck.

We understand the importance of timely and accurate pay and appreciate your patience as we resolve this issue.

The December 23 system change implemented in Workday was a one-time change related to complying with federal tax law changes for 2026 and we do not expect any further pay issues to occur from it.

If you have questions about your paycheck or believe your pay is still incorrect after you receive your supplemental payment, please contact your payroll office.