

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

**Audience:** Hourly Employees, No Impact (Message 3)

**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:** You Are Not Impacted: Update on Your January 2, 2026 Pay for December 2025

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A system change implemented in Workday on December 23 impacted some employees' pay in January.

You may have received a message about this issue potentially impacting your January 2 paycheck. We have reviewed your January paycheck and determined that **you were not impacted by this issue.**

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, they must be entered as normal prior to 5 p.m. on January 8 to be paid on January 15.

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 incorrect, please contact your payroll office.