

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

Audience: Salary Employees, \$0 Supplemental Pay, Time Entry Impact (Message 4)

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

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 **your pay was not impacted by this issue**. You will receive a \$0 payslip.

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.

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.