

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

Audience: Hourly Employees with Supplemental Payments (Message 1))

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

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 hours approved for the December 1-15 period 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 from the impacted period (December 1-15, 2025).
- 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.
- This supplemental payment will not impact your January 15 check for any remaining December hours.

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.