



2410 Camino Ramon Ste 350
San Ramon, CA 94583
Tel: 925-275-2490
Fax: 925-275-2493
<http://www.ccite.net>

IMPORTANT NOTICE

TO: CCITE Employees
FROM: Computer Cite
DATE: July 8, 2010

SUBJECT: Payroll Change from Biweekly to Semi-monthly periods

Hello CCITE-ers,

Beginning August 1, 2010 Computer Cite will change its payroll from biweekly to semi-monthly pay periods. This change will affect all CCITE employees.

Attached is an informational statement with a payday calendar.

PAY PERIOD

Beginning August 1, 2010, the semi-monthly pay periods will be:

- 1st through the 15th of the month
- 16th through the last day of the month

Payday will fall on the 5th or 20th day of the month. In the event a payday falls on a weekend or a holiday, the payday will be moved to the closest scheduled workday:

- Lands on a Saturday, pay day will be on the previous Friday
- Lands on a Sunday, payday will be on the following Monday

The online timesheet will reflect the change to a semi-monthly schedule starting August 1, 2010. The manual timesheet will also be updated by August 1st. Older versions will not be accepted, and if an old timesheet is turned in the timesheet will be sent back to the employee for proper processing with the new timesheet. Turning in an old timesheet may delay payments.

First semi-monthly paycheck will be received on August 20, 2010.

DEDUCTIONS

Payroll deductions will be recalculated and reflect the appropriate installments per Federal and State requirements for a semi-monthly payroll schedule. All other deductions, such as health co-pay, will also be recalculated and reflect the appropriate installments.



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Employees' gross pay (earnings before deductions) will not be impacted.

PAID TIME OFF

The amount of paid time off accrued over the course of the year will not vary from the annual paid time off amounts as specified in the Employee Terms and Agreements.

THINGS EMPLOYEES SHOULD DO TO PREPARE FOR THIS CHANGE

- Review any automatic bank drafts or loan payment schedules you have set up with your bank.
- Review your current budget to determine the impact of the pay frequency schedule. You will not be paid every other Friday, but could receive pay on any day of the week based on the pay date of the 5th and the 20th. A payday calendar for 2010 will be attached to verify the new pay dates.
- Review any payment schedules for mortgage payments, utility bills, installment loans, etc. to insure that the change in paydays does not result in not paying your bills on time.
- Please be sure to review your paycheck for accuracy!

Please do not hesitate to contact the office at 925-275-2490 if you have any questions or require further information.

Best regards,

Kathryn Ticknor
Business Operations Specialist/ HR
CCITE (Computer Cite)
Tel: 925-275-2490
Fax: 925-275-2493
Email: kticknor@ccite.net