



UNIVERSITY of VIRGINIA  
Vice President and Chief Human Resources Officer

August 17, 2009

To Whom it may Concern,

On Sept. 14, 2009, the University of Virginia is switching from a semi-monthly payroll (two times a month), and a semi-monthly-paid-monthly payroll (once a month) to a biweekly payroll (every other Friday). This change affects several thousand staff at U.Va., including the bearer of this letter.

Because of this change, payments our employees were accustomed to making on a monthly cycle may require adjustment, particularly in the first few months of the transition. While I understand that some billing cycles may not be adjustable, I hope you will extend every courtesy in working with your clients, our employees, during this change. Extending grace periods of a few days where possible will make it easier for our hardworking staff to get acclimated to their new payroll schedule, and ensure they do not accrue late payment charges in the process.

As the largest employer in central Virginia, we understand this change affects not only our employees but also many local businesses and banks. We appreciate your patience and understanding. If you have any questions about this new payroll, please contact the University of Virginia's payroll department at 924-4350.

Sincerely,



Susan Carkeek

Susan A. Carkeek  
Vice President and Chief Human Resources Officer  
University Human Resources  
University of Virginia