



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

February 28, 2006

TO: Human Resource Directors and Finance Directors
FROM: Payroll Services
SUBJECT: Supplemental Payroll Processing Change

Effective March 6, 2007, all supplemental payrolls processed for monthly and biweekly paid employees will be processed as direct deposits. This means that all payments made to employees outside of the regular payrolls, who are signed up for direct deposit, will have those funds deposited into their accounts(s). The employee will receive an email notification (same as the regular payroll) which will include the effective date of the deposit.

Due to the ACH two day lag time for direct deposits to reach an employee's account; the timing of supplemental payroll processing will be changing as follows:

- Monthly supplemental payrolls will be processed each week on Tuesday with a cut off time of 1:00 p.m.; this is a change from Wednesday at 2:00 p.m.
- Biweekly supplemental payrolls will be processed each week on Monday and Wednesday with a cut off time of 1:00 p.m.; this is a change from Monday and Thursday at 2:00 p.m.

The one exception to this rule will be bonus payment requests. The department will continue to have the option to give the employee a check. This should be noted on the bonus payment request. The "Request for a Lump-Sum Payment as a Bonus" form found on the Human Resources website has been modified to reflect this change.

Questions regarding this change should be directed to Jim Montgomery at 202-994-9384 or Michael Scruggs at 202-994-9307.