

To: All Non-Exempt (Hourly) Benefits-Eligible Staff and Supervisors

From: Sophia L. Mason, Director of HR Business Services
Krista Leitch Walker, Vice President/Chief HR Officer
Office of Human Resources and Strategic Talent Management

Subject: **Missing Holiday Pay for Friday, December 23, 2022**

Date: December 30, 2022

It has come to our attention that some non-exempt (hourly) staff who were previously approved for Time Off did not receive the holiday pay for Friday, December 23, 2022, on today's paycheck. Please be assured that we are working to address this issue as quickly as possible.

With the change in the College's winter break schedule due to the added holiday, the Payroll Services team made every attempt to cancel any remaining approved Time Off that was not already cancelled by employees in order for the newly added holiday to apply properly to timesheets. Several tests were run to ensure that payments were correctly applied before the additional holiday was approved. Unfortunately, we learned, after payroll processing was completed, that some hourly employees still did not receive any hours for the Friday, December 23 holiday on today's paycheck.

The Payroll Services team is consulting with our Workday partner and running additional audit reports to confirm all affected employees and will **process the missing 8-hour payments on the Friday, January 6, 2023, off-cycle (special) payroll**, which is the soonest pay date available.

If you, or a non-exempt (hourly) employee that you supervise, did not receive the holiday pay for Friday, December 23, please notify the HR Help Desk by sending an email to: HRSTM@montgomerycollege.edu or calling and leaving a voicemail message at: 240-567-5353.

We sincerely apologize for this inconvenience and appreciate your patience and grace while we make the necessary corrections. Thank you.