

Due to the network disruption at TransLink, our servers have been shut down out of an abundance of caution. The systems outages also affect our normal payroll processes.

As a result, while you will still receive pay on December 4, the calculations for this week's payroll will be different. Importantly, the below processing method means *most* employees will receive their regular net pay without premiums, or an amount very close to it.

- The December 4 payroll, covering the November 16-29 pay period, will be processed in the form of an advance:
 - The advance is calculated as: [scheduled number of hours worked for the past 2 weeks] x [your base rate of pay] x 65% [0.65]
 - Example: 75 scheduled hours x \$30/hr = \$2,250 x 65% = \$1,462.50
- Important information about an advance:
 - There will be **no paystub** available to review. PeopleSoft remains offline.
 - There are **no formal deductions** for LTD/IC, pension, taxes (CPP, EI and income taxes), union dues, garnishments, etc. Also, there are **no premiums** included (e.g. shift differentials, overtime, etc.)
 - The 35% withheld is meant to cover those estimated costs when the systems are reconciled
 - As the 65% paid out is an estimate, adjustments will be made once the payroll systems are restored
 - If you are overpaid, additional money will be recovered on future paystubs
 - If you are underpaid (e.g. missing OT, shift differential, etc.) those adjustments will occur on future paystubs
- All benefits coverage including health care will continue regardless of the deductions.