

Payroll instructions to begin Bi-Weekly time.

Please take the time to read this carefully.

Group II—Hancock, Harrison, Jackson

Group II Employees will work their final weekly payroll the week of May 28th – June 3, 2006 This will be your last weekly time sheet from CPI. It will be paid to you on June 9th. You will follow established procedures for submitting this time.

The Bi-Weekly time sheet for Group II will begin on June 4th and run through June 17th. CPI will collect this time on Friday June 16th - Monday June 19th. It will be paid to you on June 23rd.

New downloadable timecards are available at www.cpi-goup.com or you can call CPI and we will fax you a timecard if the website isn't accessible to you or your staff, you will need to specify that you need a Group II timecard faxed to your location.

Instructions to www.cpi-group.com – Click “Contact CPI” from the black bar at the bottom left of the page.

Select “[Download](#)
[Group 2 Bi-Weekly Payroll Time Card](#)”

Employees will be using this timecard beginning on June 4.

Group II Pay Period and Pay Dates are as follows:

| Pay Periods | Pay Date |
|-----------------|-----------------|
| Group II | Group II |
| Jun 4 - Jun 17 | 23-Jun |
| Jun 18 - Jul 1 | 7-Jul |
| Jul 2 - Jul 15 | 21-Jul |
| Jul 16 - Jul 29 | 4-Aug |
| Jul 30 - Aug 12 | 18-Aug |
| Aug 13 - Aug 26 | 1-Sep |
| Aug 27 - Sep 9 | 15-Sep |
| Sep 10 - Sep 23 | 29-Sep |
| Sep 24 - Oct 7 | 13-Oct |
| Oct 8 - Oct 21 | 27-Oct |
| Oct 22 - Nov 4 | 10-Nov |

| | |
|-----------------|--------|
| Nov 5 - Nov 18 | 24-Nov |
| Nov 19 - Dec 2 | 8-Dec |
| Dec 3 - Dec 16 | 22-Dec |
| Dec 17 - Dec 30 | 5-Jan |
| Dec 31 - Jan 13 | 19-Jan |

Please be aware that each payroll group is unique and separate from the other. Therefore, any and all adjustments will follow the above schedule.

Group II Electronic Time Worksite Coordinators

Group II Excel Coordinators--You will be receiving NEW ELECTRONIC TIME FILES on Monday June 5, 2006 from the payroll department. These electronic cards will reflect the time now being collected Bi-Weekly. The card will no longer be edged in Green, but will be edged in Blue.

The spreadsheet has been upgraded. You will enter the Week Beginning date at the top of the spread sheet and all card dates will be updated automatically.

You will enter the employee name in the field that looks like this example. [Name]
You will enter the last four digits of the employee SSN in the field [SSN].

Some fields have been locked to protect the formulas. You will enter beginning and ending times and lunch. The remaining fields will be locked.

Please call Martha Parker, Karen Laury, Robin Norval , or Michael Henry if you are experiencing any problems with your new electronic spreadsheets. We are available to assist you with getting familiar with the electronic file.

It is going to take all of us working together to make this a smooth transition.