

Payroll instructions to begin Bi-Weekly time.

Please take the time to read this carefully.

Group I—Covington, Forrest, George, Greene, Jackson, Jefferson Davis, Jones, Lamar, Lauderdale, Leake, Marion, Neshoba, Newton, Pearl River, Perry, Scott, and Stone.

Group I employees will work their final weekly payroll the week of May 22 – May 27, 2006. This will be your last weekly time sheet from CPI. It will be paid to you on June 2. You will follow established procedures for submitting this time by turning in WE 5/27 time by Monday 5/29/2006.

The Bi-Weekly time sheet for Group I will begin on May 28th and run through June 10. CPI will collect this time on Friday June 9th - Monday June 12th. It will be paid to you on June 16th.

New downloadable time cards are available for all employees at www.cpi-goup.com or you can call CPI and we will fax you a time card. If the web site isn't accessible to you or your staff, you will need to call CPI and specify that you need a Group I time card 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 1 Bi-Weekly Payroll Time Card](#)”

Employees will be using this time card beginning on May 28th.

Group I Pay Period and Pay Dates are as follows:

Pay Periods Group I	Pay Date Group I
May 28 - Jun 10	16-Jun
Jun 11 - Jun 24	30-Jun
Jun 25 - Jul 8	14-Jul
Jul 9 - Jul 22	28-Jul
Jul 23 - Aug 5	11-Aug
Aug 6 - Aug 19	25-Aug
Aug 20 - Sep 2	8-Sep
Sep 3 - Sep 16	22-Sep
Sep 17 - Sep 30	6-Oct
Oct 1 - Oct 14	20-Oct
Oct 15 - Oct 28	3-Nov
Oct 29 - Nov 11	17-Nov
Nov 12 - Nov 25	1-Dec
Nov 26 - Dec 9	15-Dec
Dec 10 - Dec 23	29-Dec
Dec 24 - Jan 6	12-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 I -Electronic Time Worksite Coordinators

Group I Excel Coordinators--You will be receiving NEW ELECTRONIC TIME FILES on Monday May 29, 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 Purple.

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.