

Pay date change announcement

As Alberta Health Services transitions to **e-People**, a single Human Resources and payroll system for all employees, pay dates and pay cycles will change. This transition to a new, standardized pay processing period will allow timekeepers more time to input payroll information, therefore insuring accuracy. This new pay cycle is consistent with large, public sector industry best practices. **e-People** and the pay date change will be rolling out across the province in waves – Edmonton and Calgary Zones being the first wave followed by the North, Central and the South Zones and Cancer Care. **e-People** will be active province-wide in the Spring of 2012.

What is e-People?

A province-wide Human Resources solution that will change the way you access and receive HR and pay-related information.

e-People will allow you to:

- ✓ Access and use the “**self-service**” features to review and edit your personal information.
- ✓ View and print your **online pay stub** including deductions and contribution information.
- ✓ View **pension and benefits** information and enroll in benefits online.
- ✓ Access and update your **direct deposit** information.
- ✓ View your **job, salary and compensation history** over time.
- ✓ View **AHS jobs** and apply online.

For more information about e-People, please go to [Insite](#).

Pay date will change in June 2011...

If you are:

- an employee from the former Calgary Health Region and currently on the **e-People** system
- an employee from the former Capital Health Region and currently on the VAX payroll system
- an employee from the former AADAC currently on the Edmonton VAX payroll system

This change does not affect your actual pay – it only shifts the date when you are paid.

Please note: Foundations and EMS employees currently on VAX as well as other former Health Regions and Cancer Care will be transitioned to **e-People** over the next 12-18 months. Information on those changes will be shared once timing is determined.

June 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

The original pay date of Friday, June 10 will be **issued on Wednesday, June 15**. Pay will then be distributed on a bi-weekly basis from that Wednesday forward.

It will be **important for you** to contact your financial institution to adjust the timing of any automatic withdrawals tied to the timing of your payroll deposit.

Alberta Health Services will be offering an optional **one-time advance** to Regular and Temporary Full-time and Part-time staff. A letter and advance payment request will be sent directly to your home, mid-March, advising of the advance available to you. You will need to **complete the advance request** and return it to Human Resources.