



IMPORTANT PAYROLL INFORMATION

This message is for all MPEC employees.

ACTION: Review your direct deposit details and complete your state and federal withholding elections by December 20, 2024.

As we approach the transition to the GPC team, we want to provide you with key information on your payroll and timekeeping. Please take a moment to review the details below to prepare for the upcoming changes.

The transition from Paychex to Workday

Paychex will be discontinued in the new year. If you need access to any historical information for 2025 and beyond, please download any payroll information before **January 4, 2025**.

You will gain access to Workday on **December 6, 2024**. Once in Workday, you must review your direct deposit details and complete your W-4 tax forms. Please refer to the attached job aids for guidance.

- **Direct deposit:** Review your direct deposit details. If your paycheck is deposited into the wrong account, it will need to be returned to GPC before a new paycheck is reissued.
- **W-4 tax forms:** Complete your state and federal withholding elections. If we do not receive your elections, a standard amount will be deducted, which may or may not be appropriate for your individual situation and could result in over- or under-withholding throughout the year.

New timekeeping system

We will be moving to a new timekeeping system called Kronos on **January 5, 2025**. Additional information regarding training sessions will be provided in December.

Payroll requirements

Please take note of your payroll schedule and key dates:

Pay period	Pay date	Pay stub	Benefit deduction?
12/16/2024 – 12/29/2024	01/03/2025	You will be paid by MPEC and can find your pay stub on Paychex.	You will see your first benefit GPC premium deduction.
12/30/2024 – 12/31/2024	01/10/2025	You will be paid by MPEC and can find your pay stub on Paychex.	There will be no benefit premium deductions.
01/01/2025 – 01/04/2025	01/10/2025	You will be paid by GPC and can find your pay stub on Workday.	There will be no benefit premium deductions.
01/05/2025 – 01/18/2025	01/24/2025	You will be paid by GPC and can find your pay stub on Workday.	You will see a GPC benefit premium deduction.

If you have any questions, please contact your HR team.