



MEMORANDUM

TO: Crestwood Employees

FROM: Derek Dobbins, President

DATE: October 19, 2022

SUBJECT: Bi-Weekly Payroll Change- Effective January 1, 2023

Currently, Crestwood pays our employees twice a month on the 7th and 22nd and as you know, those land on all different days of the week each month. As a way to provide more consistency in pay dates that will offer our employees more control over their financial planning and budgeting purposes, I'm pleased to announce that Crestwood will be transitioning all exempt and non-exempt employees to **Bi-Weekly Payroll dates effective January 1, 2023. Your first paycheck with this new pay date system will start on Friday, January 20, 2023 (the January 6th pay date will be your last bi-monthly paycheck from December.)**

What is Bi-Weekly Payroll and how will it impact you?

- Bi-weekly payroll means you will now get paid **every other Friday. Your first Friday pay date for the bi-weekly payroll is January 20, 2023** (the January 6th pay date will be your last bi-monthly paycheck from December.)
- You will receive **26 payroll checks per year**, instead of 24 payroll checks.
- Our pay period will now align with the work week: Sunday – Saturday for a two-week period and each pay period will have a **standard 80 hours**.
- Your **Annual Benefit Premiums will now be divided into 26 bi-weekly payroll checks**, instead of 24 payroll checks, **resulting in smaller deductions**.

Why is Crestwood moving to Bi-Weekly Payroll?

- It will provide a more consistent pay period for our employees. Your paychecks will be issued every 14 days on Fridays.
- It allows us to be more consistent with the healthcare industry, since most healthcare companies use bi-weekly payroll too.

What can you do now to prepare for the Bi-Weekly Payroll date change? *(Please see the tentative 2023 Pay Date Calendar below to help in your planning.)*

- Review your **personal budget situation** and determine income needs based on the new bi-weekly pay schedule.
- Review your **tax and 401(k) withholding** elections and make any necessary changes, especially additional tax withholding amounts.
- Request that creditors/lenders/financial institutions adjust **automatic withdrawal or bill-pay dates** to align with our new pay schedule.
- Adjust your **Direct Deposit** withdrawal amounts if needed.

We will be sending out more information in November, along with a finalized Payroll calendar to help with your planning and to address your concerns or questions. If you have any further questions, please contact your campus payroll support person in your Business Office or Tina Pedersen, Director of Payroll & Benefits, at tina.pedersen@cbhi.net.

Thank you for your flexibility and support as we move through this payroll date change. We appreciate you and everything you do for the people who we serve and our Crestwood family!

Tentative Bi-Weekly Friday Pay Dates and Calendar for 2023

January 6th (last payday from semi-monthly December)

January 20th

February 3rd and 17th

March 3rd, 17th and 31st

April 14th and 28th

May 12th and 26th

June 9th and 23rd

July 7th and 21st

August 4th and 18th

September 1st, 15th and 29th

October 13th and 27th

November 10th and 24th* (**Dates subject to change due to holidays*)

December 8th and 22nd* (**Dates subject to change due to holidays*)

2023

January*						
Su	Mo	Tu	We	Th	Fr	Sa
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	31				

April*						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

July*						
Su	Mo	Tu	We	Th	Fr	Sa
						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	31					

October*						
Su	Mo	Tu	We	Th	Fr	Sa
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	31				

February*						
Su	Mo	Tu	We	Th	Fr	Sa
			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				

May*						
Su	Mo	Tu	We	Th	Fr	Sa
	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	31			

August*						
Su	Mo	Tu	We	Th	Fr	Sa
		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	31		



November*						
Su	Mo	Tu	We	Th	Fr	Sa
			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		



March*						
Su	Mo	Tu	We	Th	Fr	Sa
			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	31	

June*						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

September*						
Su	Mo	Tu	We	Th	Fr	Sa
					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

December*						
Su	Mo	Tu	We	Th	Fr	Sa
						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	31					

 last payday on semi-monthly
 HOLIDAY

 bi-weekly payday
 transmit day - bi-weekly payroll

**Tentative calendar - dates are subject to change*