

## **PAYROLL SCHEDULE UPDATE**

Effective April 1<sup>st</sup> 2022 we are moving from bi-monthly pay days to every other Friday.

Example of the pay period as follows:

4/1/22 - 4/14/22 with pay on 4/29/22

4/15/22 - 4/28/22 with pay on 5/13/22 etc.

Please sign as acknowledgement and understanding of these changes

**Return to :** [HR@signalhg.com](mailto:HR@signalhg.com)

Signature \_\_\_\_\_

Date \_\_\_\_\_