



HR NOTIFICATION

Important update from Human Resources

VOLUNTARY DEDUCTION SCHEDULE CHANGE

Effective with the **August** payroll, the schedule for voluntary deductions will change from **September** through **June** to **August** through **May**.

CURRENT SCHEDULE



SEPTEMBER – JUNE

10thly Deductions



Deductions are taken over 10 pay periods from **September** to **June**.



NEW SCHEDULE



AUGUST – MAY

10thly Deductions



Deductions will now be taken over 10 pay periods from **August** to **May**.



WHAT THIS MEANS FOR YOU

This change aligns the deduction period with our payroll calendar and ensures consistency for all employees.



If you have any questions, please contact
benefits@msjc.edu.

Thank you!