



## Bi-Weekly Pay Frequency Change

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As of July 13, 2020 all Gemini Group, Inc. locations will be transitioning the pay frequency from a weekly pay cycle to a bi-weekly pay cycle. This means that employees will be paid for two weeks at a time instead of just one. Employees currently on a weekly pay cycle will have their last weekly paycheck on July 16, 2020. There will be no paycheck on July 23, 2020. The hours worked from July 13, 2020 through July 26, 2020 will be paid with the first bi-weekly paycheck on July 30, 2020. After Thursday, July 30, 2020 you will be paid every other Thursday.

<b>Important Dates:</b>	
<b>July 16<sup>th</sup></b>	Last Weekly Pay
<b>July 23<sup>rd</sup></b>	No Weekly Pay
<b>July 30<sup>th</sup></b>	1 <sup>st</sup> Bi-weekly Pay
<b>August 13<sup>th</sup></b>	2 <sup>nd</sup> Bi-weekly Pay

### Taxes

The taxes will now calculate off a bi-weekly pay rather than a weekly pay which **does not** increase the tax rate. Please check your current filing status and make any changes through submitting a new W-4.

### Questions

If you have any questions about the bi-weekly pay frequency, please contact your Human Resources Dept.