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MEMORANDUM

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To: Deans, Directors & Department Heads  
From: Juan A. Jarrett, Assistant Vice Chancellor for Human Resources  
Subject: Non-Unit Retroactive Lump Sum Payments & New University Check Design  
Date: May 4, 2005

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I am pleased to report that the retroactive lump sum payments for all eligible non-unit employees, non-exempt and exempt, will be paid in the check issued this Friday, May 6, 2005.

This Friday's check will also debut the University's new paycheck design. The check stub and pay advice statements have been re-designed to provide clearer information about your pay and related deductions. The descriptive information about pay events and deductions has also been enhanced. A communication regarding the new paycheck design is attached. Please distribute and make available to employees in your department.