

From: [Mailing list of Rider Staff for UC](#) on behalf of [Jim Hartman](#)
To: RIDERSTAFF-L@LISTSERV.RIDER.EDU
Subject: Payroll and Time & Attendance
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Attachments: [listserv-logo.png](#)



As part of our continuing efforts to increase efficiencies, reduce costs and improve service to employees, Rider entered into an agreement with ADP as the University's new payroll partner. This partnership will result in the end of paper timesheets and the manual process of recording time, to be replaced with a new digital solution.

While payroll will continue to be processed in Banner, the ADP system will track hours worked, manage time off requests and seamlessly integrate with Banner. This process allows for easier methods of requesting time off and calculating upcoming paychecks. In addition, the system information will be accessible via both the web and mobile app.

Implementation efforts have already begun. The 'go live' date is anticipated to be Spring/Summer of 2022.

As part of this initiative, we will change most payroll periods, resulting in consolidation and thus further efficiencies.

- Those who are paid on a monthly basis will be paid two times a month
- Those who are paid semi-monthly will move to a bi-weekly schedule (every two weeks)
- Those who are paid bi-weekly will continue to be paid on a bi-weekly basis

The University has discussed this transition in the payroll process with the AAUP and remains engaged in dialogue with them about any impact that this change may present.

We understand this may have personal implications. As such, we commit to provide more detailed information in the near future. In the months leading up to go-live, we will host information sessions which will include more details regarding these changes as well as associated training.

Jim Hartman
Vice President for Finance & Chief Financial Officer

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