



TEAM MEMBER GUIDE

202 ADMINISTRATIVE PAY CHANGES AND CORRECTIONS

The Company takes all reasonable and necessary steps to ensure that Team Members receive their pay accurately and on time. All Team Members will receive their pay via direct deposit.

In the event of error, Team Members should promptly bring the discrepancy to the attention of their Manager. Corrections will be applied to the Team Member's next pay.

Administrative changes such as pay increases and allocation adjustments will not be processed in the middle of a pay period. These will take effect only at the beginning of a new pay period. For your convenience, the current "Pay Calendar" is available on the PORTAL under: *HR & Payroll / Forms / Payroll*.