

Pay schedule change email template

Announce a change in pay frequency or payday with enough notice and a transition plan.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Changing from weekly to biweekly, or from semimonthly to biweekly, or moving payday by a few days, can seem minor to payroll and major to employees. People schedule rent, car payments, and childcare around their paychecks. A clear announcement with plenty of notice, an explanation of the transition period, and a calendar of new paydays prevents real hardship.

Explain the reason honestly, such as moving to a new payroll provider or aligning schedules after an acquisition. If the transition creates a longer gap between paychecks, consider an advance or a bridge payment for employees who need it.

Version 1: Change in pay frequency

SUBJECT Our pay schedule is changing on [Date]

Hi everyone,

Starting [Date], we are changing our pay schedule from [Old frequency] to [New frequency]. Here is what that means for you.

Why: [Honest reason, such as we are moving all employees to one payroll schedule after the merger]. Your annual pay doesn't change. Each paycheck will be [larger or smaller] because there will be [Number] paychecks a year instead of [Number].

The transition: your last [Old frequency] paycheck will be on [Date]. Your first [New frequency] paycheck will be on [Date].

[If there is a gap: because of the transition, there will be Number days between these paychecks. If this creates a hardship, contact Name about a one-time advance.]

Deductions: benefit deductions will be adjusted so your annual cost stays the same.

The full [Year] pay calendar is here: [Link].

Questions? Contact [Payroll contact].

[HR or payroll leader]

Version 2: Payday moving

SUBJECT Payday moves from [Day] to [Day] starting [Date]

Hi everyone,

Starting [Date], payday will move from [Old day] to [New day]. Your pay frequency and amounts aren't changing.

Your first paycheck on the new day will be [Date]. [Explain whether the pay period dates also change.]

If you have automatic payments tied to your payday, you may want to adjust them.

[Payroll contact]

Subject lines to try

- Our pay schedule is changing on [Date]
- Payday moves from [Day] to [Day] starting [Date]
- Important: new pay calendar for [Year]
- What the new pay schedule means for you
- Changes to when you get paid

How to personalize it

- Give at least 30 days of notice, more for frequency changes.
- Show the last old payday and the first new payday.
- Explain how benefit deductions will be adjusted.
- Offer help for employees affected by a gap between paychecks.

Mistakes to avoid

- Changing paydays with only a week of notice.
- Moving to a frequency your state doesn't allow for some workers.
- Assuming employees understand how biweekly differs from semimonthly.
- Creating a long gap between paychecks without a bridge option.

Legal and compliance notes

States set minimum pay frequencies, and some require advance written notice before changing paydays. New York, for example, generally requires manual workers to be paid weekly unless the employer has authorization, and many states require hourly employees to be paid at least twice a month. Some states also

require paydays to be posted. Check each state where you have employees before changing schedules. Our payroll guide covers pay frequency basics.

| When to send it

At least 30 days before the change, with a reminder two weeks before and again before the first new payday. Avoid transitions near year end, when tax forms and benefit resets make it confusing.

| Before you hit send

- Payroll has checked every number in the email against the system.
- The effective date leaves enough time before the payroll cutoff.
- State notice rules for pay changes were checked for each affected state.
- The email doesn't mention anyone else's pay.
- Tax treatment, such as supplemental withholding, is explained in plain words.

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