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January 10, 2018

Bill Eberhardt
CWA Local 3176 (Winter Park)
2180 West SR, 434
Suite 1130
Longwood, FL 32779

Subject: Payroll Process Change – Direct Deposit

Dear Bill:

As the Company continues to integrate different processes and practices across CenturyLink, a change will occur to the payroll process for employees who have direct deposit of their bi-weekly paychecks, effective February 2, 2018. Beginning on that date, most CenturyLink employees who use direct deposit will be able to access their funds on the Friday pay date instead of the Thursday before.

Currently, CenturyLink Payroll sends the ACH file to its bank for funds to be drawn on the CenturyLink bank account on Thursday before the Friday pay date. Based on employees' banking choices, especially those who bank with J P Morgan Chase, a small number of employees may have seen funds posted to their accounts on Wednesday evening preceding the Friday pay date even though CenturyLink's funds are not settled until Thursday. Other employees did not see their direct deposit reflected into their accounts until later Thursday or Friday.

Effective with the February 2, 2018 pay date, CenturyLink will adjust its payroll processes to align with both CenturyLink and former Level 3 employees. This change means most employees will see direct deposit of their paychecks on the Friday pay date instead of the Thursday before. Some employees may continue to see their paycheck posted to their bank account on Thursday evening based on their banking choices and how often the clearinghouses scan for direct deposits throughout the day.

Employees who have automatic bill payments set up on their accounts may want to review the payment dates to ensure their paychecks have been deposited in time.

The Payroll Calendar is available to employees on the Company's intranet website.

Sincerely,

A handwritten signature in black ink that reads "Joseph A. Basile".

Joseph A. Basile
Labor Negotiator