

Dear Agreement Co-worker,

In conjunction with recent BMW/BRS labor contracts, Amtrak will be moving to a bi-weekly pay schedule for the pay date of July 18, 2014. This will allow the payroll department to provide better service to you and to continue with Amtrak's commitment to "GO GREEN" by reducing the amount of paper printed.

This change will not affect your actual earnings per year, just how many times a year you will be paid. You will simply be paid every other week (26 times per year) beginning with pay date July 18, 2014.

It is likely that during the conversion period, your paycheck will fluctuate because of the change in pay period, (you are moving from a Thursday to Wednesday pay period or a Wednesday to Tuesday pay period to a Monday to Sunday pay period) and moving from weekly to bi-weekly. A payroll calendar is attached to explain how you will be paid.

You will be offered various bridge "advance" loan options to help any shortfall during this transition. The Bridge Loan Request form with explanation for the bridge loan is attached to this letter. If you choose to select the bridge loan option, it must be completed, signed and returned to payroll no later than by June 13, 2014 in order for us to prepare this payment for you to receive on July 11, 2014. If you choose not to request a bridge loan, you do not have to do anything, as this is completely optional.

I have included a FAQ which answers some questions you may have but, if you have any other questions or concerns please feel free to contact the Amtrak Payroll Hotline toll free at: **1-866-247-2915**

Sincerely,

*Minnette*

Minnette Miller



***"Keep it movin!"***

*Sr Director, Payroll Operations Amtrak*

Amtrak

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