



MEMO

DATE: December 28, 2016

TO: Savanna USA Employees

FROM: William Gan, Global Payroll Manager

RE: USA Go Live for New Payroll System and Online Pay Statements on CloudPay

We are sending this communication to let you know that as part of our ERP system implementation, the US payroll system has now moved onto CloudPay and your pay cheque on December 30th, 2016 (paying you from the period of December 11th to 24th, 2016) will be processed out of this new system. During the past couple of months, we have also performed testing and several parallel runs in the new system to ensure the accuracy of your pay cheque. Below is some information regarding the new payroll system that you will need to know:

- Effective the pay date on December 30th, you will no longer receive paper pay statements, instead you can log-in through the CloudPay Self Service portal to view your pay statement online.

As part of this process, you will also receive 2 separate communications that will contain your log-in user name and password through your personal or preferred e-mail account that you recently provided to Savanna. You should receive this information on or before December 29th, 2016.

- If you have not provided your personal or preferred e-mail address, please respond to the "Request for Employee Contact Information" communication ASAP.
- As an active employee you can access your online payment statement anytime you want to. Your access will only be revoked after 90 days if your employment with Savanna has ceased.
- Your bi-weekly online pay statement will be available on every payday at 8 AM EST starting on December 30, 2016.
- We have also included a document with this memo that provides instructions on how to complete the registration process before you can view your pay statements online. During your initial log-in you will be required to reset your password.

Please contact the USA Payroll team at PayrollUSA@savannaenergy.com if you may have any questions, concerns or if you don't receive the information for log-in registration by December 29th, 2016.

We appreciate your cooperation and understanding during this transition process.