



Date: May 25th, 2023

Hi FNBSM Team,

With the anticipated legal close of First National Bank of South Miami (“FNBSM”) and United Community Bank (“United”) coming soon, the following is an update on the Human Resources related items for employees. We are so excited for you to join the United Team!

PAYROLL:

Each FNBSM employee will transition to United’s ADP Work Force Now payroll platform at legal close. Employees will receive an email the week prior to legal close with step-by-step instructions to complete a one-time registration for your United Workforce Now ADP account. FNBSM employees will continue to use their current process to record time and attendance until the legal close date.

Payroll Conversion

At legal close, FNBSM payroll will be converted to United’s payroll and HR processes.

Changes that will affect FNBSM employees:

- United processes payroll on a semi-monthly pay schedule with pay dates on the 15th & 30th day of each month.
- All full-time employees, exempt and non-exempt will be paid their “salary” on each pay period. If pay dates fall on a Saturday or Sunday, then pay day is the Friday before. Annual salary is divided by 24 pay periods in a year = per pay period regular earnings.
- All full-time employees’ (exempt and non-exempt) salaries are based on a 40-hour work week and employees are expected to work as close to 40 hours per week as possible.
- Full-time, non-exempt employees will track hours worked through the timekeeping system for overtime purposes. Overtime hours are paid in arrears approximately 1 pay period.
- All part-time employees will be paid in arrears, based on hours worked. United and FNBSM HR teams will continue to monitor these employees to ensure smooth transition.
- Cut off dates for any changes to timekeeping, benefit deductions, 401(k) contributions, etc. are the 5th of each month for the 15th payroll and the 20th of each month for the 30th payroll.
- United’s payroll can support direct deposits up to 5 checking accounts (employees are eligible for one free United checking account) and up to 3 savings accounts for employees, meaning United can direct-deposit into these accounts from your payroll.





- At legal close, employees will transition to United’s ADP Workforce Now system to record time and attendance. Supervisors, managers, and employees will be trained on United’s ADP Workforce Now time keeping system following legal close.
- FNBSM employees will continue to track time off through FNBSM’ current system until the legal close date. FNBSM employees will be converted to United’s time off policies at that time, and tracked through the United ADP Workforce Now time and attendance system.

First Pay Date:

- Payroll direct deposits are memo-posted to employee accounts on “pay date” and are coded to be the first credit to post to their United account and net pay is available in account balance.
- Please contact UnitedTogether_Questions@ucbi.com with any questions regarding your pay.

BENEFITS:

Insurance Benefits

FNBSM employees will transition to United’s benefit plans effective at legal close. Eligible employees will be able to make their benefit elections in June in order for their elections to be active as of the legal close date.

More information to come about United’s benefit plans and enrollment dates.

UCBI 401(k) Plan

FNBSM employees may begin participating in the United Community Banks, Inc. 401(k) Plan at legal close. More information about enrolling in the plan and electing your 401(k) contributions for your first United payroll will be provided in mid-June. Please contact HR-Benefits@UCBI.com or UnitedTogether_Questions@ucbi.com with any 401(k) related questions.

Following legal close, T. Rowe Price will be hosting educational webinars in July to highlight and overview the plan features and details. An invitation to register for the webinar events will be sent to your FNBSM email.

Performance Review Schedules

All FNBSM employees and managers will receive additional communication and training on United’s Performance Review policies.

Note: If you have additional questions regarding HR related items, please email us at UnitedTogether_Questions@ucbi.com

