



A Message from Payroll

AltaGas

WGL

SEMCOENERGY

ENSTAR

Petrogas

January 4, 2022

For distribution to employees of WGL, ASUS and Petrogas U.S.

To All Employees,

Payroll will be initiating the annual Cash-out/Carryover process for 2021 beginning in mid-January. The process will formally begin after all days in 2021 have been processed to allow for 2021 PTO/PTOA usage to be recorded appropriately.

While this process is underway, the carry-over and forfeited balances in Workday are tentative and may be adjusted during the annual reconciliation process. Please be advised 2022 carryover hours will be finalized on the January 28 pay date.

Please disregard any information regarding carryover, cash out and PTO forfeiture displayed in Workday while Payroll completes the PTO reconciliation.

The HR Customer Care can be reached at 703-750-7779 if you have any Payroll questions.

Thank you,

Payroll Team