

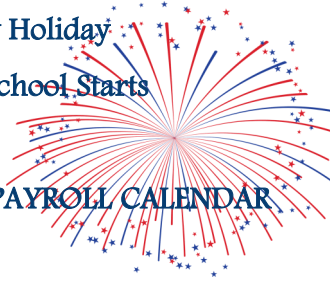


PAYROLL NEWSLETTER

Important Dates to Remember

- * July 11th Remote pay will open
- * July 13th Last Day of July Payroll
- * July 19th Payroll Closes @ Midnight
- * July 23-24 Pioneer Day Holiday
- * July 25th Year Round School Starts
- * July 31st PAYDAY!

Click [here](#) to download PAYROLL CALENDAR



When entering extra office hours please make sure to enter hours from June on a separate line than hours in July. Please put on the comments which year the hours are coming from.

(June) 20 extra office hours from 2017-2018

(July) 10 extra office hours from 2018-2019

How to enter in remote pay:

Pay Type: Extra Duty Classified

Pay Detail: Mobility Hours or Extra Office Hours

Questions regarding these hours contact

Anne Cammack 402-5233



HOLIDAYS

Please make sure to **not** enter leave on the July 4th, 23, or 24th Holidays.

Welcome New Secretaries

We will be in contact to train you on payroll soon. Please do not hesitate to give us a call if you need anything.



EMPLOYEE TIME CHANGES

If you have any employees who are changing hours for the upcoming school year, please remember to do a PA for these changes so their pay can be adjusted. (I.e.: a teacher going from Full-Time to Part-Time)

TERMINATIONS AND RETIREMENTS

Please have PA's entered for any employees that have terminated or retired as soon as possible.

PAYROLL STAFF EXTENTIONS

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)

TAMI (25348)

LAKI (25236)

CINDY (25324)

AMY (25285)

