

JULY

PAYROLL NEWSLETTER

Important Dates to Remember

- * July 11th Remote pay will open
- * July 15th Last Day of July Payroll
- * July 23rd Payroll Closes @ Midnight
- * July 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 2018-2019

(July) 10 extra office hours from 2019-2020

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 or 5th, 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 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.

176 School Days

There are 176 school days this year. If you have FT employees that are contracted for 176 days, please let them know they only work the days that students are at school. FT 178 day employees are expected to work all school days and 2 additional training days TBA. To pull up a list of the number of days each employee works, search organizational position in encore.

PAYROLL STAFF EXTENTIONS

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)

TAMI (25348)

CINDY (25324)

AMY (25285)

