



February

W-2's for 2019 are now available on payroll management

PRODUCTIVITY

PRODUCTIVITY pay for **second semester** will begin on the **February** paycheck and continue through the **June** paycheck. **Please** make sure your Productivity teachers know that Productivity pay will not be on their "Summer Checks" – July and August.

***Elementary Secretaries:** Very few Elementary teachers are on Productivity, so if you don't know what it is, you probably don't need to worry about it.

DEADLINE REMINDERS

Please pass this information on to your faculty/staff:

PAYROLL CHANGES: The deadline to submit changes for the current month's check is the 15th. Any changes made after the 15th will take effect on the following month's check.

- **RETIREMENT DEADLINE FOR TEACHERS:** All Table 1 employees (teachers, counselors, psychologists, etc.) planning to retire at the end of the school year must have their "Letter of Intent to Retire" turned in to HR by March 1st in order to qualify for the District Early Retirement benefits.
- This is NOT the "Letter of Intent" that is turned in to the Principal.
- Classified employees and Administrators need to submit their "Letter of Intent to Retire" to HR at least 30 days prior to their retirement date.
- There is a "Retirement Checklist" available on the Payroll Website. [Click here for the link.](#)

FLEXIBLE SPENDING REMINDERS

Any remaining 2019 Flexible Spending contributions need to be incurred prior to the end of the "Grace Period" on March 15th, 2020. All receipts for the 2019 tax year (including the grace period) need to be received by National Benefits Services (NBS) no later than the last business day in March, which is March 31st. **No exceptions!**

Important Dates to Remember

- ◆ February 11th Remote pay will open
 - ◆ February 14th Valentines Day
 - ◆ February 14th Last Day of February Payroll
 - ◆ February 17th Presidents' Day
 - ◆ February 21st Payroll Closes @ Midnight
 - ◆ February 28th PAYDAY!
- Click [here](#) to download PAYROLL CALENDAR

LEAVE ENTRY ISSUE

If you have an employee that terminates but you are using a sub to fill the position until someone is hired, ONLY ENTER LEAVE AS OTHER. Please do not enter any sick/personal leave or LWOP for someone after their termination date. This takes away leave that they may need to be paid out for. Thanks!

PART TIME COOK PAY

Please be aware as school secretaries that Nutrition Services enters part time hours for manager trainings. If you see hours entered in remote pay, please *do not override these hours*. Enter the hours worked at your school on an additional line.

ENTERING SUBS FOR COACHES

If you are entering a substitute for a coach who is attending an event/game, please enter the leave in "Other" and type comments. This is paid by the district not school funded. If the employee is at your location and coaches at another location it would be entered the same way.

PAYROLL NUMBERS

MAIN LINE 402-2582 FAX 402-5197

SCOTT (25325)

LESLIE(25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)



TAMI (25348)

CINDY (25324)

AMY (25285)