

# June

## PAYROLL NEWSLETTER



### Important Dates to Remember

- \* Remote pay is now open
- \* June 15th Last Day of June Payroll
- \* June 19th Payroll Closes @ midnight
- \* June 30th PAYDAY!



Click [here](#) to download PAYROLL CALENDAR

### SUMMER CHECKS

Full time employees who work 9 or 10 months and are paid on a 12 check pay schedule must submit **CHANGE** requests (i.e. 401K/403B deductions, W-4 allowances, Direct Deposit, etc.) for their **SUMMER CHECKS** by Monday June 15th. This includes requests entered via **PAYROLL MANAGEMENT** and the **URS** Website. **PLEASE** remind your faculty and staff of this deadline!

\*\*For part-time employees and those who work a 257 day contract, the June 15th deadline applies to the June 30th paycheck only.

### COVID SICK

If you have part-time employees who are using COVID sick, they still need to fill out a timecard and their hours must be entered in Remote Pay.

\*Reminder: Any employee with COVID-19 FMLA will need to have their June timecard sent to

Holly Thurgood at [hthurgood@dsdmail.net](mailto:hthurgood@dsdmail.net)



### FRIENDLY REMINDERS:

- ⇒ Payments that come from this year's budget must be paid in June!
- ⇒ Monday May 25th was Memorial Day. Do a quick double check to make sure no absences and subs have been entered that day.

### LEAVE ENTRY

Please make sure **ALL LEAVE** is entered through the end of June by June 30th.

### TERMINATIONS & RETIREMENT PA'S

Make sure ALL Terminations and Retirement PA's have been entered by June 19th at the very latest.

### Verifications of Employment

Just a reminder that all verifications of employment should be directed to payroll. This includes Department of workforce services forms. [payrolloffice@dsdmail.net](mailto:payrolloffice@dsdmail.net)



### PAYROLL STAFF EXTENTIONS

SCOTT (25325)

HOLLY (25327)

KATHY (25326)

ELIZABETH (25232)

TAMI (25176)

CINDY (25324)

AMY (25348)

ANGELA (25285)

