

# Payroll Reminders for the New School Year 2022-2023

- **Paycheck Information - The first check for the 2022-23 school year is this Friday, August 26, 2022.** This is for full-time, salaried employees only.
  - All new employees will receive their first check at the school or location to which they are assigned. It will be a live check. Direct deposit will begin on the second payroll. Please check with your main office.
  - If you already have direct deposit, please log into the [ESS portal](#). If you happen to get "locked-out," please email Greg Landry to reset your password. [ESS login information can be found here](#).
  - To figure out your salary, take your bi-weekly gross pay and times it either by 21 or 26 paychecks (based on what you chose when you were hired). Compare that to the union contract salary schedule linked [here](#)
  - Look at all of your deductions under "current", not "YTD." (YTD spans two school/fiscal years.)
  - If you have any sick or personal day accrual questions, please email Colleen LeGros.
  - NAPS pays employees on a bi-weekly schedule on Fridays. You may receive an email notification of direct deposit as early as Wednesday, but the bank deposits happen on Friday.
  - *If your direct deposit notification emails are not working, please let me know and log into the ESS portal for a copy of your paycheck.*
- **Review the Payroll Calendar for Upcoming Payout Dates**
  - A new 2022-23 [payroll calendar](#) is attached below. It will also be located on the district website. It notes information about stipends and column changes throughout the year.
  - Deductions for new employee dental insurance starts on September 9th. Deductions for new employees' GIC health insurance starts on October 7th.
  - If there is a month where three paychecks are issues, no health or dental will be deducted on the 3rd paycheck
- **Deductions and How to Change Them**
  - Changes to [state and federal tax deductions](#) can be changed on the ESS portal under "Pay/Tax Information."
  - [Direct deposit](#) takes two paychecks to change. Please fill out the direct deposit form and submit it with a voided check or bank-generated savings/checking account page.
  - All [403b](#) changes are through the organization called TSA. Information is located on the district website > Human Resources > Other Benefits.
- **Stipends that are 21 Paychecks**
  - Please note that all toileting, program, and ISS Coordinator stipends are paid out in 21 paychecks. They start August 26 and will end June 2, 2023.
  - If you do not have the stipend on your paycheck that you should, please have your supervisor email me stating that you are entitled to it. The email has to come from your supervisor. If a correction is needed, it will be paid on the next paycheck.
  - All other stipends and their payout dates are on the Payroll Calendar and/or in your specific contract.