



Payroll FAQ

- **Do I get holiday pay?**
 - Effective October 1, 2022, the following ten holidays and five holiday pay days (which are also a part of the annual school calendar) are observed as paid holidays for hourly employees regularly scheduled to work during the month of the holiday or holiday pay days.
 - New Year's Day - January 1
 - Martin Luther King Junior's Birthday
 - Presidents' Day
 - Memorial Day
 - Juneteenth - June 19
 - Independence Day - July 4, plus 1 holiday pay day before and after July 4
 - Labor Day
 - Veterans Day - November 11
 - Thanksgiving Day, plus 1 holiday pay day for the day after Thanksgiving
 - Christmas Day - December 25, plus 1 holiday pay day before and after December 25.
- **If I qualify for sick and vacation time, how does it work?**
 - Full-time, year-round, regular employees:
 - Sick and vacation is based on an accrual method.
 - Full-time or part-time, school-year employees:
 - Sick of 24 hours is available 90 days after start date.
- **If I do not select to have my pay direct deposited, how do I receive my paycheck?**
 - Live checks will be picked up at the campus you work at.
- **I am a substitute; how do I receive my check if I do not have direct deposit?**
 - We ask that you choose a campus where you would prefer to pick up each payday.
 - If no campus is selected you can:
 - Pick up your check at the Central Admin Office.
 - Your check can be mailed, certified, to the address on file.
- **What do I do if I get locked out of Paylocity?**
 - Please email Sinnai in Payroll to ask her to reset your password.

- **My check does not look right, what do I do?**
 - Regular employees, first check in Paylocity to see if you entered all of the time you worked. Payroll is processed based on what **you** enter in Paylocity. If it still does not look right, please contact Payroll.
 - Substitutes, please contact Payroll.
- **If I resign from CMP, is my left over sick and vacation time paid out?**
 - If you qualify and have any vacation time left, yes.
 - CMP does not pay out sick balances left.

<p>For <i>General</i> Payroll Questions email:</p> <p>cmphr@cacmp.org</p>	<p>For <i>Specific</i> Payroll Questions email:</p> <p>Sinnai Jimenez: sjimenezmata@cacmp.org Andrew Chao: achao@cacmp.org</p>
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