



Payroll Submission and Processing

Q: What is the process for submitting timesheets, reimbursements, etc., to payroll?

A: All timesheets and reimbursements must be completed, including the correct employee number and account to which the reimbursement should be charged. All forms must be approved and signed for payroll to process on the appropriate payroll (weekly or semi-monthly).

Q: What are the deadlines for submitting items for payroll processing?

A: Timesheets are due to the Payroll Office weekly on Fridays. Semi-monthly timesheets are due every other Friday. Deadlines for submission of payroll items above and beyond regular weekly and semi-monthly timesheets may be viewed on the [monthly calendars](#).

Employee Pay Schedule

Q: When am I paid?

A: All employees are paid semi-monthly on the 15th and 30th or 31st of the month apart from custodial staff. Custodians are paid weekly on Thursdays.

Q: What if the pay date falls on a holiday or a weekend?

A: When the pay date falls on a holiday, Saturday, or Sunday, payroll will be processed on the last business day prior.

Q: The dates on my paycheck do not match the days I worked. Which days are covered by the pay period?

A: Semi-monthly checks paid on the 15th and cover the first fifteen days of the month. Checks payable on the last business day of the month cover the 16th through the final day of the month (30th, 31st, or 28th/29th in February). Weekly pays for custodial staff are based on a two-week processing period. For example, custodians performing work the week of September 8th-14th are paid on September 26th.

Payroll Delivery

Q: I am a new employee. How will I receive my paycheck?

A: As a new employee, you will receive your first paycheck as a “live” check, mailed to your address on file. If you provided direct deposit forms to Human Resources, your first “live” check allows us to verify your banking information before you begin receiving a direct deposit. If you wish to sign up for direct deposit, please complete and return the [Direct Deposit Form](#) to [Human Resources](#).



Q: What if I change bank account information or move to a new bank?

A: All changes to bank account information, including the financial institution, must be given to Human Resources. Your direct deposit will be suspended for one pay period until bank information is verified. Your direct deposit will resume after successful verification of your information.

Q: Can I opt for a “live” check instead of direct deposit?

A: Direct deposit is the preferred method of payment, as it ensures that funds are available on the prescribed pay date. Mailed checks may be delayed by USPS or lost in the mail, requiring employees to wait longer periods to allow for reissue of payroll.

Q: I have questions about my pay and the payroll process. How can I find more information?

A: The Payroll page of the website hosts a brief video, “Understanding Your Pay: A Guide for Employees,” which discusses all aspects of employee pay including pay dates, the balloon payment option, a detailed look at payroll advices, and other general payroll information for employees.

Retirement and MTRS

Q: I am retiring this year and need to fill out my MTRS paperwork. Where can I find the correct forms and to whom should I send them for completion?

A: All forms for MTRS are located on their [website](#). Please download your forms, including retirement, refunds, and buyback of creditable service, and complete the required sections before sending the forms to Payroll. Once completed, you may mail or hand-deliver your application paperwork to the following address:

Newton Education Center
100 Walnut Street
Newton, MA 02460
Payroll – Room 204

Q: When will I receive my completed application from the Payroll Department?

A: Applications are processed based on retirement date to ensure ample time to return paperwork to retirees. Completed paperwork may be picked up at the Newton Education Center’s Payroll Office or mailed upon request.



Q: When will I receive my completed refund or service buyback forms?

A: Refund and service buyback forms are processed in the order received. Please allow 1-2 weeks to receive your completed forms for return to MTRS. Completed paperwork may be picked up at the Newton Education Center's Payroll Office or mailed upon request.