



MCS Payroll Process

Frequently Asked Questions

■ When will I receive a paycheck?

Checks are typically issued via direct deposit on the last working day of the month with the exceptions of November, December, and January which are deposited earlier. The monthly payroll schedule is located in the Financial Services section of the [MCS Employee Portal](#). (Note: The login credentials for the portal are the same as your MCS network username and password.)

■ I started working for Marietta City Schools during pre-planning in July. When will I receive my first paycheck?

Your first paycheck will be issued on the last working day of August.

■ How can I view my paycheck?

Paycheck information is available through [Employee Access \(EA\)](#). A link to EA is located on the landing page of the [MCS Employee Portal](#) and the [HR Divisions](#) page.

■ How is monthly pay calculated?

Employees are paid in checks of an equal amount over a 12-month period.

Annual Salary ÷ 12 = Monthly Pay

178–218 days: August–July

219–239 days: July–June

■ I started later in the year, how is the monthly payment determined?

To determine the monthly amount, multiply the number of days remaining in your work calendar by your daily rate of pay. Then divide this total by the remaining monthly payroll periods.

■ Why is Social Security not deducted from my paycheck?

In lieu of Social Security, MCS employees are provided with a Tax-Sheltered Annuity through TIAA-CREF. As a condition of employment, all employees working at least 25 hours/week, must contribute 3% to their TSA. For additional information about retirement savings, please visit the [MCS Benefits Center](#).

■ Who should I contact with questions regarding my paycheck?

Annette Evans (Financial Services Payroll Accountant)

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