



2009-2010 Payday Calendar

Below is a list of the scheduled paydays for the 2009-10 school year. Payday is the last business day of each month.

A few things to remember:

- If you have direct deposit, you will receive your pay stub at your building no later than the actual payday. We try to get them out sooner, but the actual payday is when they are due to employees.
- If you get a pay check, it will be available on payday from the district office. District office hours during the school year are 7:30 a.m. to 4:30 p.m. You must pick your check up in person and sign for it.
- If you do not pick up your pay check on payday, it will be placed in the US Mail the next business day.

Also, you can always view your pay information and pay history in the Employee Access portion of Skyward. If you are new to the district, or you haven't logged on to Employee Access, you can contact Vickie Gibson at x78238 for log-on information.

2009-10 pay days:

September 30, 2009	March 26, 2010
October 30, 2009	April 30, 2010
November 30, 2009	May 27, 2010
December 31, 2009	June 30, 2010
January 29, 2010	July 30, 2010
February 26, 2010	August 31, 2010

Note: Timesheets are due in the payroll office by the 5th of each month for the previous month! (Example: September time sheets are due by October 5th). Late timesheets can result in a delay in processing!

The Payroll/HR/Business office is here to support staff and help with their employment needs. Please don't hesitate to call us with questions!

Judy Sickles	x78227	Payroll for Certificated Staff
Jamie Stevenson	x78226	Payroll for Classified Staff
Charlene Golder	x78219	Benefit Specialist
Linda Artman	x78230	Human Resource Specialist
Vickie Gibson	x78238	Fiscal Services and Skyward Employee Access
Anne Guard	x78216	Accounts Payable/Receivable
Ina Evers-Martin	x78225	Business Director
Rita Pakenen	x78234	Human Resource Director