



McHenry Elementary School District 15

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Roni Rogers
Payroll
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MEMO

RE: Employee Payroll Dates (2016-2017)

DATE: 04/28/16

PAYROLL CHECKS DURING THE SCHOOL YEAR

Payroll checks are released to the building principals (or their designee) for each payroll date during the school year. Payroll direct deposit vouchers must be accessed through Skyward in Employee Access. Please contact the Help Desk if you need assistance. If a scheduled payroll date falls on a day of non-attendance at the buildings, checks will be released on the Thursday prior to the payroll date. If school is not in session, checks will be mailed on the Thursday prior to the payroll date. If an employee wishes to pick up their check at Central office on a payroll date between **8:00 a.m. and 12:00 p.m.** **their request in writing or by e-mail shall be directed to Roni Rogers (rogers@d15.org) NO LATER than FIVE WORK days PRIOR to the payroll date (no phone calls will be accepted.)** Any check held for pick up on a payroll date and **not** picked up will go in the U.S. Mail at 3:30 p.m. on the payroll date

SUMMER PAYROLL CHECKS

Summer payroll checks for June and July will be mailed the day before each payroll date. If an employee wishes to pick up their check at Central office on a payroll date (Friday) between **8:00 a.m. and 1200 p.m.**, **their request in writing or by e-mail shall be directed to Roni Rogers (rogers@d15.org) NO LATER than FIVE WORK days PRIOR to the payroll date (no phone calls will be accepted.)** Any check held for pick up on a payroll date and **not** picked up by 12:00 p.m. will go in the U.S. Mail on the payroll date.

Fiscal Payroll Dates 2016-2017

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|--|-----------------------|-------------------------------|
| July 08, 2016 | January 06, 2017 | |
| July 22, 2016 | January 20, 2017 | |
| August 05, 2016 (1st PR 16-17) | February 03, 2017 | |
| August 19, 2016 | February 17, 2017 | |
| September 02, 2016 | March 03, 2017 | |
| September 16, 2016 | March 17, 2017 | |
| September 30, 2016 | March 31, 2017 | |
| October 14, 2016 | April 14, 2017 | |
| October 28, 2016 | April 28, 2017 | (20 Pay Schedule Ends) |
| November 11, 2016 | May 12, 2017 | |
| November 25, 2016 | May 26, 2017 | (22 Pay Schedule Ends) |
| December 09, 2016 | June 09, 2017 | |
| December 23, 2016 | June 23, 2017 | |