



McHenry Elementary School District 15

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Roni Rogers
Payroll
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MEMO

RE: Employee Payroll Dates (2017-2018)

DATE: 05/15/17

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 (rrogers@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 (rrogers@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 2017-2018

July 07, 2017	January 05, 2018
July 21, 2017	January 19, 2018
August 04, 2017 (1st PR 17-18)	February 02, 2018
August 18, 2017	February 16, 2018
September 01, 2017	March 02, 2018
September 15, 2017	March 16, 2018
September 29, 2017	March 30, 2018
October 13, 2017	April 13, 2018
October 27, 2017	April 27, 2018
November 10, 2017	May 11, 2018
November 24, 2017	May 25, 2018
December 08, 2017	June 08, 2018
December 22, 2017	June 22, 2018

(22 Pay Schedule Ends)