



# McHenry Elementary School District 15

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## MEMO

RE: Employee Payroll Dates (2018-2019)

DATE: 05/14/18

### 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 2018-2019

July 06, 2018	January 04, 2019
July 20, 2018	January 18, 2019
<b>August 03, 2018 (1<sup>st</sup> PR 18-19)</b>	February 01, 2019
August 17, 2018	February 15, 2019
August 31, 2018	March 01, 2019
September 14, 2018	March 15, 2019
September 28, 2018	March 29, 2019
October 12, 2018	April 12, 2019
October 26, 2018	April 26, 2019
November 09, 2018	May 10, 2019
November 23, 2018	<b>May 24, 2019</b>
December 07, 2018	June 07, 2019
December 21, 2018	June 21, 2019

**(22 Pay Schedule Ends)**