

# Anchorage School District

## Payroll Services

**PLEASE POST**

MEMORANDUM

JANUARY 6, 2012

TO: ALL BIWEEKLY PAID EMPLOYEES

FROM: KATIE RUTLEDGE, DIRECTOR OF PAYROLL SERVICES

SUBJECT: TIME CARD DEADLINE FOR MARTIN LUTHER KING DAY

Timecards for the pay period January 2<sup>nd</sup> through January 15<sup>th</sup> must be approved **no later than noon on Friday, January 13<sup>th</sup>**. Our normal deadline has been changed due to the Martin Luther King Day holiday being observed on January 16<sup>th</sup>. Payday for this period will be January 20<sup>th</sup>.

Timecards not approved or any adjustments required will be processed on the next regularly scheduled biweekly payroll.

If you have any questions or require additional assistance, please contact Payroll Services at 742-4103.