

Anchorage School District

Payroll Services

PLEASE POST

MEMORANDUM

March 02, 2012

TO: ALL DISTRICT EMPLOYEES

FROM: KATIE RUTLEDGE, DIRECTOR OF PAYROLL SERVICES

SUBJECT: SPRING BREAK

Spring Break will be the week of March 12th through March 16th. The annual Totem Spring Conference will be held on Monday March 12th and Tuesday March 13th.

During Spring Break, less than 12 month biweekly employees can either use annual leave, leave without pay, comp time, and/or their Wellness Day. Upon submitting the appropriate paperwork to their supervisor, those members choosing to go to the conference will be paid at their regular rate for the time attending the conference.

Due to Spring Break, timecards for the period ending March 11, 2012 need to be approved for payroll no later than noon on Friday March 9, 2012. Payday for this pay period will be on Friday, March 16. Checks will be available for pick up in the payroll office until 5 p.m. Paychecks not picked up by 5:00 p.m. on Friday will be picked up by couriers and sent to the units on Monday, March 19, 2012.

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

Payday for monthly paid staff will be Thursday, March 15. Checks will be available for pick up in the payroll office until 5 p.m. Checks not picked up will be mailed the next day.

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