

Anchorage School District Payroll Services

PLEASE POST

MEMORANDUM

November 13, 2009

TO: ALL EMPLOYEES
FROM: *Mary Lou Boughton*
MARY/LOU BOUGHTON, DIRECTOR OF PAYROLL SERVICES
SUBJECT: PAYROLL DEADLINES

BIWEEKLY PAID EMPLOYEES

Timecards for the pay period **November 9th to November 22nd** must be approved no later than **noon on Thursday, November 19th**. Our normal processing time has been decreased due to November 27th and November 28th being observed as the Thanksgiving holidays. Payday for biweekly paid employees is November 25th. Payroll Services will be closed November 26th and November 27th.

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

MONTHLY PAID EMPLOYEES

November 25th is the deadline for processing all deduction changes affecting your December paycheck or submitting December addenda to be paid in December.

ALL EMPLOYEES

W-2 Forms will be mailed to the address shown on your paycheck. Please check the address and make any necessary corrections by December 1st.

DID YOU KNOW?

Social Security earnings and credits are posted according to the name on file with the Social Security Administration. If the name on your Social Security card does not match the name on your Payroll record, your earnings and credits may be in a suspense file at Social Security. It pays to check your records with Social Security.

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