

ANCHORAGE SCHOOL DISTRICT
PAYROLL SERVICES

PLEASE POST

MEMORANDUM

May 01, 2009

TO: ALL UNITS WITH MONTHLY PAID EMPLOYEES
FROM: *Mary Lou Boughton*
MARY LOU BOUGHTON, DIRECTOR OF PAYROLL SERVICES
SUBJECT: PAYROLL INFORMATION

Leave activity for all monthly paid employees should be updated weekly. **For year-end processing, all leave must be updated and approved no later than May 22nd.**

Less than 12 Month Employees

TEACHERS' JULY AND AUGUST PAYMENTS RELEASED FRIDAY, MAY 22nd.

DEADLINE FOR JUNE DEDUCTION CHANGES	Friday, May 22 nd
TEACHERS' JUNE CHECK RELEASE	Wednesday, June 3 rd -5 th
TEACHERS' CHECKS MAILED HOME	Monday, June 8 th .
ACE/APA/NONREP CHECK RELEASE	Last scheduled work day for 2008-09, OR June 15 th , whichever is earlier (Earliest release date is June 3 rd)

Addenda ending by May 22nd that are submitted and approved by May 18th will be paid May 22nd.

12 Month Employees

DEADLINE FOR JUNE DEDUCTION CHANGES	Tuesday, May 26 th
CHECK RELEASE	Monday, June 15 th
CHECKS MAILED HOME	Tuesday, June 16 th

To ensure accurate summer mailing, please take a moment to check the address on your April payment and make any necessary changes by April 17th.

Teachers will automatically be issued an additional check for accrued personal leave in excess of five (5) days no later than June 26th. All checks not picked up by June 26th will be mailed to the home address on file.

The final delivery of payroll checks to the schools will be May 22nd. Checks for all retiring and terminating monthly paid employees working through the end of the school year will be sent to the units on the last day of school, May 22nd.

Please remember to return any undistributed checks to payroll. **No checks should be locked up in the buildings over the summer.**

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