

Anchorage School District

Payroll Services

PLEASE POST

MEMORANDUM

May 15, 2009

TO: ALL BIWEEKLY PAID EMPLOYEES

FROM: *Mary Lou Boughton*
MARY/LOU BOUGHTON, DIRECTOR OF PAYROLL SERVICES

SUBJECT: TIME CARD DEADLINE FOR MEMORIAL DAY

Timecards for the pay period May 11th through May 24th must be approved **no later than noon on Friday, May 22nd**. Our normal deadline has been changed due to the Memorial Day holiday being observed on May 25th. Payday for this period will be May 29th. Paychecks for May 29th will be available for pick-up in the Payroll Services Department, from 8:00 am until 5:30 pm. Any paychecks not picked up on Friday May 29th will be mailed to the address on file Monday June 1st.

12 month units will have paychecks/advices delivered normally. Other units may pick up their employee's checks/advices with a list of the employees' names and original signatures. This list can be faxed to us in advance for us to pull the group. Please fax your request to Tami's attention at 742-4183. The original will need to be presented at the time of pick up on May 29th.

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.