



The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article
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PAYROLL DELIVERIES

E-Bank Dated September 3, 2009
H & Z Banks Dated September 4, 2009

PICKUP AND RE-DISTRIBUTION OF ALL UNDELIVERED SUMMER CHECKS

H & Z Banks

Please be guided by the following regarding the receipt and distribution of the E, H and Z-Bank Payrolls to employees:

- Delivery of **paper paychecks only** will be made to schools on Thursday, September 3, 2009 before 1:00 PM. Stubs for employees registered in Direct Deposit will be delivered with the next payroll delivery, scheduled for Thursday, September 17, 2009 (E, H and Z-Bank).
- Since checks must be distributed to concerned staff on time, Principals should make arrangements for distribution of these checks by an administrator or the payroll secretary on the following two days:
 - Thursday, September 3, 2009, (E-Bank) and
 - Friday, September 4, 2009 – until 2:00 PM (E, H and Z-Bank)
- Since payroll secretaries are not scheduled to report until September 8th, principals may consider asking the secretary to report on September 3rd and/or 4th, with per session payment from the school's budget. Questions may be directed to the ISC/CFN payroll liaisons.
- Please note that parent coordinators can distribute the checks if they are placed in an individual envelope by an administrator.

PICKUP AND RE-DISTRIBUTION OF ALL UNDELIVERED SUMMER CHECKS (H AND Z BANKS)

All undistributed paychecks from the summer payrolls for H & Z Banks will be picked up from the ISCs and all other summer locations on September 9TH and will be re-distributed with the Q Bank payrolls on September 15th.