

## **PAY TYPE: 24 PAYS**

### **Certified Staff:**

You will be paid 24 times during the 2009-2010 school year. Your first check will be on 9/15/09 provided that you have submitted ALL required payroll and insurance paperwork by August 26, 2009.

Please be aware that the full September premium for any benefits you enrolled in will be deducted from the 9/15/09 pay check.

You are paid on the 1<sup>st</sup> and 15<sup>th</sup> of every month. Your last check will be September 1, 2010.

### **Classified Staff - 9 months:**

You will be paid by time sheet over the school year unless you take insurance, then your pay will be stretched over 24 pays.

Please be aware that the full September premium for any benefits you enrolled in will be deducted from the 9/15/2009 pay check.

If you are paid by time sheet, your first pay will begin on 9/15/09.

If you are paid over 24 pays, your pay will start on 9/15/09 and end on 9/1/10.

### **Classified Staff - 12 months:**

If you are paid over 24 pays, your pay will start on 9/15/09 and end on 9/1/10.

Any employee who participates in any insurance products must have their salary set up on 24 pays (stretch pay).

If any pay date falls on a Saturday, Sunday, or Holiday, you will be paid the day before. Example: 15<sup>th</sup> falls on a Sunday, you will be paid on the Friday before.

Your check will be direct deposited into the bank of your choice. Your check stub will be emailed to you on each pay date. Your social security number will not be included on the emailed check stub for security purposes.

The lower left portion of your check stub will reflect your withholdings. Please check this for accuracy. In addition, you will find your sick leave usage and/or accumulation reflected in the lower left portion of the stub.

If you have a sick leave balance from a previous Ohio School District, please have them fax your balance to:

*Melody Gregory*

Fax #: 513-985-6072

BE CERTAIN WHEN COMPLETING YOUR DIRECT DEPOSIT FORM THAT THE ROUTING AND ACCOUNT #'S ARE CORRECT. IF THEY ARE NOT, YOUR COMPENSATION WILL BE DELAYED. IF THIS HAPPENS, IT CAN TAKE 3-5 BUSINESS DAYS BEFORE THE FUNDS ARE RETURNED TO OUR ACCOUNT. I CANNOT ISSUE A REPLACEMENT CHECK UNTIL OUR FUNDS HAVE BEEN RETURNED.

PAYROLL AND BENEFIT QUESTIONS SHOULD BE DIRECTED TO ME:  
MELODY: EXTENSION #1332 OR [MELODY@MADEIRACITYSCHOOLS.ORG](mailto:MELODY@MADEIRACITYSCHOOLS.ORG)