

Payroll & Benefits Department
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TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: June 2019 Payroll Notification to Employees

UNIQUE PAYMENTS

Certificated Staff Supplemental Payments

National Board stipends for qualified staff are included in the June payments.

TRI Time for the 2018-19 year must be completed and submitted for processing no later than **July 15, 2019**.

PERT hours can be reported for time spent on PERT eligible activities completed on or before August 23, 2019.

- In the summer months, you can drop your signed forms off at the Admin Building in HR.
- Submit all time to HR by **August 31, 2019**, signed by you and your 2018/19 administrator.
- If you attend Summer Institute, the trainers for those classes will be able to sign off on your form for these hours.

Classified Staff Supplemental Payments

Medical Distribution stipends for eligible staff are included in the June payments.

All Non-Compulsory time for the 2018-19 year must be completed and submitted for processing no later than **July 15, 2019**.

OTHER NOTICES

The Administration Building will be closed on Thursday, July 4th and Friday, July 5th. We will reopen on Monday, July 8th.

A SEBB Program update was emailed to all staff with information on upcoming mailings to watch for over the summer and the change with the Flexible Spending Account (FSA). Contact Benefits staff at SPSBenefits@SpokaneSchools.org with any questions.

Department of Retirement Systems Service Credit

Certificated and classified staff, working less than half-time, and substitutes may be eligible to purchase retirement service credit for time worked. For additional information, contact the Department of Retirement Systems (DRS) at 1-800-547-6657.