

Payroll & Benefits Department
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TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: May 2022 Payroll Notification to Employees

UNIQUE PAYMENTS

There were no unique payments this month.

OTHER NOTICES

Certificated Staff

All Case Management/TriTime for Special Education & ESA staff for the 2021-22 year must be completed and submitted for processing no later than **July 15, 2022**.

All PERT submissions for the 2021-22 year for allowable dates between 8/30/2021 through 8/28/2022 needs to be submitted to HR no later than **August 31, 2022**.

Classified Staff

All Non-Compulsory time for the 2021-22 year must be completed and submitted for processing no later than **July 15, 2022**.

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.