

Payroll & Benefits Department
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TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: July 2023 Payroll Notification to Employees

UNIQUE PAYMENTS

Payout of Personal Leave of more than three (3) days for 10-month employees is included this month.

Summer school payments begin for eligible staff.

Certificated Staff Supplemental Payments

Final amounts for Enrichment/Tri time for the 2022-23 year that was submitted for processing by July 15, 2023.

Classified Staff Supplemental Payments

Final amounts for Non-Compulsory time for the 2022-23 year that was submitted for processing by July 15, 2023.

DEADLINE FOR SUBMISSION REMINDERS

Certificated

All 2022-23 school year PERT needs to fall between 8/29/22 – 8/27/23 and the final deadline to submit for 2022-23 PERT into the PERT workflow system is **August 31, 2023**.

OTHER NOTICES

WA State Long-Term Care (LTC) Tax

Tax deductions from employees' wages for state long term care tax began July 1, 2023. Spokane Public Schools will deduct the state LTC tax from employee's paychecks, following the law, beginning with the July 2023 payroll.

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.