

Payroll & Benefits Department
200 North Bernard Street
Spokane, WA 99201-0206

phone (509) 354-7333
fax (509) 354-7325
www.spokaneschools.org



TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: November 2023 Payroll Notification to Employees

STAFF NOTICES

December Reminders

The next pay date will be Friday, December 29th.

The Administration Building will be closed Monday, December 25th through Tuesday, January 2nd, 2024.
It will reopen on Wednesday, January 3rd, 2024.

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.