

**Payroll & Benefits**  
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## **Payroll Department's Notification to Employees of Unique Payments in the June, 2018 Payroll**

### **Classified Employees:**

- Medical Distribution Stipend for eligible employees
- All Non Compulsory Time for the 2017 – 18 year must be used and submitted for processing no later than **July 13, 2018.**

### **Certificated Employees:**

- National Board Stipend for qualified employees.

**ALL Staff:** June pay contains a number of supplemental payments. Total payment amounts are likely higher as a result. Please check to ensure your pay amounts are what you expect and contact Human Resources if you have any questions.

The Administrative Building will be closed on Wednesday, July 4th for the Fourth of July Holiday.

Coming Soon....New look to Employee Online and Pay Stubs  
Employee Online will be upgraded starting June 28. You will be able to view paystubs and other information during the upgrade however functionality to change personal information will not be available during this time. Upon completion of the upgrade Employee Online screens and pay stubs will have a new look.

### **Substitutes, Less than Half-Time Teachers, and less than 3½ hours per day Classified Employees:**

You may be eligible to purchase retirement service credit for time worked. For additional information, contact the Department of Retirement Systems (DRS) at (800) 547-6657.