

Payroll/Benefits 200 North Bernard Street Spokane, WA 99201-0206 *phone* (509) 354-7333 *fax* (509) 354-7325 www.spokaneschools.org

Payroll Department's Notification to Employees of UNIQUE PAYMENTS IN THE MAY, 2018 PAYROLL

Classified 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

• TriTime (for eligible employees) for the 2017-18 year must be used and submitted for processing no later than <u>July 13, 2018</u>.

NOTE: Substitutes, Less Than Half-Time Teachers, and Less than 3.5 hours per day Classified

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