

Payroll & Benefits Department
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TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: November 2018 Payroll Notification to Employees

STAFF NOTICES

Employee Benefits

Open enrollment for the 2019 plan year closes today, November 30th! All changes must be confirmed in Employee Online by 11:59 pm. If you have questions, please contact a Benefits Specialist at SPSBenefits@SpokaneSchools.org.

United Way

Thank you for your United Way contributions! November is the first deduction for your 2018-19 campaign pledge.

December Reminders

The next pay date is Friday, December 28th. The new benefit deduction amounts will be effective on your December paycheck.

The Administration Building will be closed December 24 through January 1, 2019. We will reopen on Wednesday, January 2, 2019.

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.