

## School Year Pay Dates

- Wednesday, September 30, 2020
- Friday, October 30, 2020
- Monday, November 30, 2020
- Wednesday, December 30, 2020
- Friday, January 29, 2021
- Friday, February 26, 2021
- Wednesday, March 31, 2021
- Friday, April 30, 2021
- Friday, May 28, 2021
- Wednesday, June 30, 2021
- Friday, July 30, 2021
- Tuesday, August 31, 2021

### USBank FOCUS Pay Card

The district provides a FOCUS Debit VISA card for employees who choose to have all, or part, of their pay deposited on a debit card instead of into a checking or savings account. The card has no fees for regular use and is a simple way to set aside part of your pay for vacations, gifts, one time expenses, etc.

To sign up for a card, call 800-872-6229 or visit [usbank.com/fofocus](http://usbank.com/fofocus). You will need a valid ID and a checking or savings account. The card is available for use at all USBank branches and online.

### Employee Online

You can request pay stubs, leave balances, W-2s, and more on Employee Online.

Additionally, you can update your personal information, status and emergency contact information. Contact Payroll staff at [SPSPayroll@SpokaneSchools.org](mailto:SPSPayroll@SpokaneSchools.org) for questions.

Note: Direct deposit information cannot be completed online and must be submitted in writing.

## Benefit Quick Facts and Dates

- Changes to benefit elections must be submitted no later than Monday, November 23rd.
- Employees must provide documentation for changes in marital status, new baby, or divorced.
- Employees must provide documentation for changes in dependent status.
- Employees must provide documentation for changes in beneficiary designations.
- Employees must provide documentation for changes in health insurance.
- Employees must provide documentation for changes in dental insurance.
- Employees must provide documentation for changes in vision insurance.
- Employees must provide documentation for changes in life insurance.
- Employees must provide documentation for changes in disability insurance.
- Employees must provide documentation for changes in retirement.
- Employees must provide documentation for changes in other benefits.

## Payroll Quick Facts and Dates

- Changes to payroll deductions are due by 5:00 PM on the 10th of the month in which the change takes effect.
- Employees must submit time cards by 5:00 PM on the 10th of the month.
- Sick Leave Sell Back letters must be submitted by 5:00 PM on the 10th of the month.
- Employees must submit time cards by 5:00 PM on the 10th of the month.
- Eligible employees can sell back up to three personal leave days each year. Time should be submitted to your timekeeper no later than July 15, 2021.

## Retirement Quick Facts and Dates

- New Retirement: Eligible employees have 90 days to select a distribution level and investments.
- It is recommended that retiring employees file with DRS 3 to 6 months prior to their retirement date to avoid a delay in their monthly pension.