

FAIRFIELD PUBLIC SCHOOLS

TO: Employees with 26 Pay Option
for the 2012 - 2013 Fiscal Year

FROM: Doreen Munsell, Director of Finance

DATE: May 10, 2013

SUBJECT: 26 PAY OPTION PAYDATES – SUMMER 2013

Pay Dates:

FRIDAY, JULY 12, 2013

FRIDAY, JULY 26, 2013

FRIDAY, AUGUST 9, 2013

FRIDAY, AUGUST 23, 2013

- Checks will be mailed two days **preceding** paydays. They will be mailed in window envelopes to the **address printed on your paycheck**. (Note: If you have direct deposit your check will be automatically deposited into your bank account).
- **Summer checks are printed earlier than the summer pay dates, so if you close your direct deposit account or change banks please let the Payroll Dept know immediately in writing.**
- **If you are moving to a different address please notify Barbara Kallborn in Human Resources at 255-8462 as soon as possible, preferably before school ends. This will ensure that your summer checks will be mailed to the correct address.**
- If you wish to use a different address for summer checks (vacation homes, summer residence) you must provide **four** self-addressed envelopes to the Payroll Office by the last day of school.

- Since the summer paychecks are batch processed in sequence we are **unable to accommodate any changes in this established routine.**