

## FAIRFIELD PUBLIC SCHOOLS

**TO:** Employees with 26 Pay Option  
for the 2013 - 2014 Fiscal Year

**FROM:** Doreen Munsell, Director of Finance

**DATE:** May 9, 2014

**SUBJECT: 26 PAY OPTION PAYDATES – SUMMER 2014**

Pay Dates:

FRIDAY, JULY 11, 2014

FRIDAY, JULY 25, 2014

FRIDAY, AUGUST 8, 2014

FRIDAY, AUGUST 22, 2014

- 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.**