

Summer Pay Date Information Found in Self Service for Non Year Round Employees

In order to meet fiscal year end reporting requirements, summer paychecks and direct deposit advices are processed at the end of June for employees who do not work year round. This group of employees includes teachers, school treasurers, assistant principals and others whose duty day schedule is less than 250 duty days. The advices and checks are held and distributed on the appropriate pay date.

To make your search for information a bit easier, we are providing you with a guide for the information you will view on the 'View Paycheck' page in Self Service.

For instance, teachers who worked a 196 duty day schedule will receive three summer checks **after** the June 25th pay date. They are issued to them on July 9th, July 23rd and August 6th. The pay period end dates and issue dates reflect June dates since we processed these transactions at the end of June. Below please find the crosswalk information for the summer checks along with a copy of a check in 'View Paycheck'.

Pay Period End Date	Check Issue Date in View Paycheck	Pay Distribution Date
6/23/2010	6/27/2010	7/9/2010
6/24/2010	6/28/2010	7/23/2010
6/25/2010	6/29/2010	8/6/2010

In this display, the first field is the Pay Period End date and the second field is the issue date. The employee would receive these funds on 7/9/2010.



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY**
3300 Forest Hill Blvd.,
West Palm Beach, Florida 33406

	<p>Pay End Date 7/2/10</p> <p>Pay Date 7/9/10</p>	
	<p>Pay Group: 070-TEACHER (185/196) 26 PA Payroll: Pay Begin Date: 06/10/2010 Advice #: 000224336 Pay End Date: 06/23/2010 Advice Date: 06/27/2010</p>	
	<p>Employee ID: Department: 3361-Elbridge Gale Elementary Location: Elbridge Gale Elementary Job Title: TCH READING COACH ELEM Pay Rate: \$1,802.69 Biweekly</p>	<p>TAX DATA: Federal State Marital Status: Single Allowances: 0 0 Addl. Pct.: Addl. Amt.:</p>