

Summer Pay Date Information 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 in the 'Review Paycheck' pages in PeopleSoft.

For instance, teachers who worked a 196 duty day schedule will receive three summer checks **after** the June 24th pay date. They are issued to them on July 8th, July 22nd and August 5th. 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 'Review Paycheck'.

Pay Period End Date	Check Issue Date in Review Paycheck	Pay Distribution Date
6/22/2011	6/27/2011	7/8/2011
6/23/2011	6/28/2011	7/22/2011
6/24/2011	6/29/2011	8/5/2011

In this display, the Pay Period End date is **6/22/2011** (7/1/11) and the Issue date is **6/27/2011** (7/8/11). The employee would receive these funds on 7/8/2011.

Paycheck Earnings | **Paycheck Taxes** | Paycheck Deductions

EmpID: Name: **Pay End 7/1/11**

Company: PBC Pay Group: 070 Pay Period End: 06/22/2011 Line: 5 Separate Check:

Paycheck Information		Paycheck Totals	
Paycheck Status: Confirmed	Issue Date 7/8/11	Earnings:	1,802.69
Issue Date: 06/27/2011	Check Option: Advice	Taxes:	402.49
<input checked="" type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed	Check Number: 2247836	Deductions:	66.80
		Net Pay:	1,333.40