

*Help Desk Phone Number:
(209) 933-7001, Ext. 1
(or From SUSD Phones: Ext. 2000)

MAY PAYROLL UPDATE

ATTENTION ALL EMPLOYEES!

NEW PAYROLL HELP DESK PROCEDURES

Effective Immediately—The Payroll Help Desk will respond only to calls reporting:

- 1) Incorrect pay;
- 2) Inaccurate Deductions;
- 3) Incorrect STRS/PERS credits or contributions.

*Note: Messages must contain the specific information necessary to research the problem being reported. See Highlights Section for instructions if paycheck not received.



Highlights

- Payday is May 31, 2012. Warrants will be mailed on May 30, 2012.

NOTE: If you have not received your check within 2-3 working days after payday, you must come to the Payroll Window to sign an Affidavit of Non-Receipt and a new check will be issued to you 5 working days after payday. This procedure must be strictly adhered to and cannot be initiated, expedited or completed by phone.

- Employees must fill out and submit a "Change of Address" card with the Human Resources Dept. by the 12th of the month in which they want their check mailed to the new address.

STOCKTON UNIFIED SCHOOL DISTRICT

REMINDER: THE PROPER PROCEDURE TO REPORT A PAYROLL PROBLEM IS THAT THE EMPLOYEE MUST CALL THE PAYROLL HELP DESK AND OBTAIN AN INCIDENT NUMBER SO THE PROBLEM CAN BE DOCUMENTED AND RESEARCHED. ALSO, REQUESTS TO PICK UP PAYCHECKS MUST BE MADE IN WRITING AT LEAST 5 WORKING DAYS PRIOR TO PAYDAY.

DON'T FORGET: All paperwork (including Time Sheets and TSA's) are due in the Payroll office no later than the 12th of each month, and are to reflect time from the 11th of the previous month through the 10th of the current month. If the 12th falls on a weekend, time will be extended only to the next working day. Please refer to the instructions on the back of the Timesheet, specifically #4. It is the employee's responsibility to assure timely submission.

**Late timesheets/TSA's will not be processed at the end of the current month. Time sheets are due on May 14, 2012.*

IMPORTANT!! Questions regarding class-size overage payments and/or adjustments should be directed to your Principal.

Overpayments— Have less financial impact when reported early!

News: Please note that a new format has been implemented for Direct Deposit statements only. This is a structural change and has no effect on your pay.