



## The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article  
Which Appears in the

**September 1, 2009**

Edition of the Principal's Weekly Newsletter



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### **Delivery of Administrative Paychecks before Labor Day**

Paychecks for E, H, and Z-bank employees will be delivered to schools on Thursday, September 3 before 1:00 p.m. Pay stubs for employees who have registered for direct deposit will be delivered with the following payroll on September 17. Please make sure that an administrator or payroll secretary distributes the paper checks by September 4 at 2:00 p.m. Please note that payroll secretaries are not scheduled to report until September 8, so if you ask your payroll secretary to report on September 3 or 4, you will need to use per session money from your budget. Parent coordinators can distribute the checks if you or another administrator places each check in an individual envelope.

In addition, all undistributed summer paychecks for H and Z-bank employees will be picked up from ISCs and summer locations on September 9 and redistributed with the Q-bank payrolls on September 15.

For additional information [click here](#) for the full article on this topic, which appeared in the August 11, 2009 edition of PW, or contact your ISC.