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SUMMER 2006 PAYROLL DELIVERY SCHEDULE

This is to inform you that **H-Bank Administrative Payrolls** will be scheduled for **summer delivery** directly to the Regions from July 6, 2006 through August 24, 2006. The delivery will include pay checks as well as pay stubs (for those enrolled in direct deposit). As a result of discussions with representatives from DC 37, a change in the delivery of the stubs has been made from prior years. Please alert your affected school based staff of this change. All undistributed payroll checks and stubs should be held at the Region for pick up scheduled for August 31, 2006 and will be subsequently redistributed to the locations indicated on the checks and stubs with the first school payroll on September 7, 2006. Please do not return any checks or stubs before August 31, 2006.

Following is the schedule of all **H-Bank Administrative Payrolls** for the summer, which will be delivered to the 10 Regional Centers.

As noted below, for **E and Q-Bank Payrolls** there will be additional deliveries to open schools from July 13 through August 9 as follows:

Date	Bank	Location
June 29	E Bank (miscellaneous payments for school aides)	Regions and Schools
	H Bank (available only June 29 – if not picked up by the employee checks and stubs will be picked up by the Courier on June 30 and will be available on again at the Regions on 7/6/06)	Regions and Schools
July 3	Q744 (miscellaneous payments for Paras)	Regions
July 13	E & Q (payments for all summer employees)	Regions and open schools
	H Bank	Regions
July 27	E & Q (payments for all summer employees)	Regions and open schools
	H Bank	Regions
August 9	E & Q (payments for all	Regions and open schools

August 10	summer employees) H Bank	Regions
August 24	E & Q (payments for all summer employees) H Bank	Regions Regions

Any questions regarding this payroll schedule should be directed to:

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