

1319 New Sunnybrook • P. O. Box 2035 • Tyler, Texas 75710 • 903.262.1000 • Randy Reid, Ed.D., *Superintendent*

DATE: February 19, 2009
TO: All Employees
SUBJECT: Pay Date Change

In September, 2006 the pay date was changed from the 20th of each month to the 12th of each month. The reason for changing was to alleviate the problem for new employees that had to wait so long to get their first check. Prior to this, the school year started in early August and a new teacher would not receive their first check until September 20th. This is no longer the situation since State law has mandated that the first day of school cannot be prior to the 4th Monday in August.

With the current pay date of the 12th of each month, employees are paid for that current month's work in advance of actually earning the pay. The average employee that resigns waits until they receive their monthly check and then turns in their resignation, thinking that they still have another check due to them. In reality, the employee may be overpaid at that point depending on the number of days in their job assignment and the time of the year or month in which they resign. This causes frustration on the employee's behalf and problems for them to transition to another job and pay their bills.

Because of these concerns, starting with the September, 2009 payroll, the pay date will be changed to the 16th of each month. After this change has been implemented, we will monitor if this alleviates the situation.

If you have automatic drafts taken from your bank account that do not correspond with the District pay date, you may need to reschedule these so that you will not have an overdraft.

Listed below are the pay day and direct deposit dates for the next year:

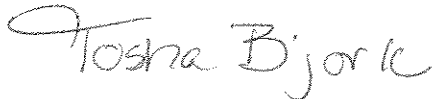
	DIRECT DEPOSIT DATE	PAY DAY
JULY	7/9/2009*	07/10/09
AUGUST	08/10/09	08/12/09
SEPTEMBER	09/14/09	09/16/09
OCTOBER	10/14/09	10/16/09
NOVEMBER	11/12/09	11/16/09
DECEMBER	12/14/09	12/16/09
JANUARY	1/14/2010*	01/15/10
FEBRUARY	02/12/10	02/16/10
MARCH	3/15/2010*	03/16/10
APRIL	04/14/10	04/16/10
MAY	05/12/10	05/14/10
JUNE	06/14/10	06/16/10

* Direct Deposit will be one day prior to pay day.

Sincerely,



Jill Fondren
Coordinator of Payroll & Benefits



Tosha Bjork
Director of Financial Services