



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

TO: Principals and Directors

FROM: Jill Fondren

DATE: June 28, 2010

SUBJECT: Summer School Payroll

First Session: June 7, 2010 to July 2, 2010
Second Session: July 12, 2010 to July 30, 2010

In an effort to support each summer school program, the following dates are set to pay all employees who work during summer school. Time worked for summer school ending **July 2, 2010** will be paid on **July 26, 2010**. The payroll records for time worked through **July 2, 2010**, must be turned in to the payroll department by **July 2, 2010 between 10:00 am and 12:00 pm**. This is not a regular work day, but we will have a person here during that time just to receive the payroll. Payroll checks for the 1st session will be available for pick up by a campus representative on **July 26, 2010, after 12:00 p.m. in the payroll office**. Checks not picked up by 4:00 pm will be mailed.

For summer school time worked that is paid from grant funds: You will not need to prepare two separate reports as was required in the past since the ending period of the grant has changed. Only one report for the first session will be necessary.

Time worked for summer school through **July 30, 2010**, is projected to be paid on **August 6, 2010**. The payroll records for time worked through **July 30, 2010** must be turned in to the payroll office **August 2, 2010 by 10:00 am**. Payroll checks for the 2nd session will be available for pick up by a campus representative on **August 6, 2010 after 2 p.m.** in the payroll office.

Please share the information above with all summer school employees as soon as possible.

Note: Summer School checks will not be Direct Deposited.