

TO: ALL CERTIFIED STAFF

FROM: Mary Hewes, Payroll Director

DATE: March 3, 2020

RE: SUMMER LUMP / SUM PAYCHECKS
(Reference KSA 74-4940)

All requests for lump sum payment must be received in writing at the district office by April 1, 2020.

Any previous request on file for lump sum payment is STILL IN EFFECT unless revoked in writing by April 1, 2020.

Lump sum checks should be ready on June 15, 2020 along with regular paycheck (unless the state does not distribute our state aid money by that date).

Other payrolls scheduled for June 15, 2020 are: extra duty.

Payroll checks scheduled to be available on June 26, 2020 are: sick leave for exiting employees and any employee with more than 80 days, summer weightlifting, and other miscellaneous.

(P.S. to summer weightlifting: remaining payroll will be July 15, 2020 and August 14, 2020.)