



Dr. Rick Cobb
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Jacqueline Woodard
Chief Financial Officer

Payroll Changes for the Summer

Date: April 10, 2023
To: All Employees
From: Mrs. Jacqueline Woodard, Chief Financial Officer
Mrs. Tara Williams, Payroll Coordinator
Re: Payroll Changes for the Summer

As summer approaches, please keep in mind that any change(s) to your payroll or direct deposit information **MUST** be made by **May 1st**.

Payroll changes include adjustments to your tax withholding, annuities, and all other voluntary payroll deductions.

If you change banks or accounts during the summer months, **you will need to keep your present account open to receive deposits through the month of August.** In September, we will be able to update your direct deposit information to your new account.

The payroll office will be glad to answer any questions you might have regarding your payroll deductions or other benefits. In addition, we would like to remind you to make sure that your beneficiary information is up-to-date.

Please call Tara Williams, Kellie Duckworth or Shelby Woodside at ext. 1294, 1246 or 1309 if you have any questions.

Thank you.

Mission Statement

When the young people of Mid-Del enter our schools, they will be **safe**.

When they enter our classrooms, they will be **challenged**.

When they leave our schools, they will be **ready**.