

To: KCSEC Subs
From: Eileen Pedrick - Director
Re: Cut off Days for Payroll
Date: October 21, 2009

Your payroll is processed along with the regular payroll for all Kendall County Special Education Cooperative employees. We are paid twice monthly, on the 15th and the 30th. If the 15th or 30th should fall on a Saturday or Sunday, we will be paid the Friday before. If the 15th or 30th should fall on a banking holiday we will be paid the day before. Our regular employees receive their paystubs thru inter school mail. It is necessary to have the payroll processed and ready to be sent out five business days before the actual pay date in order for our employees to receive their stubs on time. Your pay stubs will be mailed to the home address that we have on record for you.

In order for you to be paid, we must have your time sheets in our possession in order to process the payroll. The cutoff dates are as follows:

November 4th for the November 13th payroll
November 18th for the November 30th payroll
December 7th for the December 15th payroll
December 10th for the December 18th payroll
January 7th for the January 15th payroll
January 21st for the January 29th payroll
February 4th for the February 12th payroll
February 18th for the February 26th payroll
March 5th for the March 15th payroll
March 22nd for the March 30th payroll
April 7th for the April 15th payroll
April 22nd for the April 30th payroll
May 6th for the May 14th payroll
May 20th for the May 28th payroll
June 7th for the June 15th payroll
June 22nd for the June 30th payroll

The direct deposit funds will be disbursed on the dates listed above. Each bank posts to accounts according to their individual daily bank schedule. Please contact your bank to determine the time of day in which your funds will be available if you have a question.