

To: KCSEC Subs  
From: Eileen Pedrick  
Re: Cut off Days for Payroll  
Date: September 1, 2011

Your payroll is processed along with the regular payroll for all Kendall County Special Education Cooperative employees. We are paid twice monthly, on the 15<sup>th</sup> and the 30<sup>th</sup>. If the 15<sup>th</sup> or 30<sup>th</sup> should fall on a Saturday or Sunday, we will be paid the Friday before. If the 15<sup>th</sup> or 30<sup>th</sup> 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:

September 7<sup>th</sup> for September 15<sup>th</sup> Payroll

September 22<sup>nd</sup> for September 30<sup>th</sup> Payroll

October 5<sup>th</sup> for October 14<sup>th</sup> Payroll

October 20<sup>th</sup> for October 28<sup>th</sup> Payroll

November 7<sup>th</sup> for the November 15<sup>th</sup> payroll

November 17<sup>th</sup> for the November 30<sup>th</sup> payroll

December 7<sup>th</sup> for the December 15<sup>th</sup> payroll

December 13<sup>th</sup> for the December 21<sup>st</sup> payroll

January 5<sup>th</sup> for the January 13<sup>th</sup> payroll

January 20<sup>th</sup> for the January 30<sup>th</sup> payroll

February 7<sup>th</sup> for the February 15<sup>th</sup> payroll

February 21<sup>st</sup> for the February 29<sup>th</sup> payroll

March 7<sup>th</sup> for the March 15<sup>th</sup> payroll

March 20<sup>st</sup> for the March 30<sup>th</sup> payroll

April 5<sup>th</sup> for the April 13<sup>th</sup> payroll

April 20<sup>th</sup> for the April 30<sup>th</sup> payroll

May 7<sup>th</sup> for the May 15<sup>th</sup> payroll

May 21<sup>st</sup> for the May 30<sup>th</sup> payroll

June 7<sup>th</sup> for the June 15<sup>th</sup> payroll

June 21<sup>st</sup> for the June 30<sup>th</sup> 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.