

To: KCSEEC 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 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:

September 7th for September 15th Payroll

September 22nd for September 30th Payroll

October 5th for October 14th Payroll

October 20th for October 28th Payroll

November 7th for the November 15th payroll

November 17th for the November 30th payroll

December 7th for the December 15th payroll

December 13th for the December 21st payroll

January 5th for the January 13th payroll

January 20th for the January 30th payroll

February 7th for the February 15th payroll

February 21st for the February 29th payroll

March 7th for the March 15th payroll

March 21st for the March 30th payroll

April 5th for the April 13th payroll

April 20th for the April 30th payroll

May 7th for the May 15th payroll

May 21st for the May 30th payroll

June 7th for the June 15th payroll

June 21st 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.