

IMPORTANT INFORMATION FOR EMPLOYEES

July 11, 2022

Beginning in July, the Estill County Board of Education will begin paying all **contracted employees** twice a month. Your earnings and deductions will be divided into two equal payments; half will be deducted on the 15th (first payroll) and the other half on the 30th (second payroll) unless these dates fall on a weekend. (See the dates below).

Pay dates for the 2022-2023 school year are as follows:

Friday, July 15, 2022
Friday, July 29, 2022
Monday, August 15, 2022
Tuesday, August 30, 2022
Thursday, September 15, 2022
Friday, September 30, 2022
Friday, October 14, 2022
Monday, October 31, 2022
Tuesday, November 15, 2022
Wednesday, November 30, 2022
Thursday, December 15, 2022
Friday, December 30, 2022
Monday, January 16, 2023
Monday, January 30, 2023
Wednesday, February 15, 2023
Tuesday, February 28, 2023
Wednesday, March 15, 2023
Thursday, March 30, 2023
Friday, April 14, 2023
Friday, April 28, 2023
Monday, May 15, 2023
Tuesday, May 30, 2023
Thursday, June 15, 2023
Friday, June 30, 2023

Deductions

1. On the 15th payroll, half of the credit union, annuity, deferred compensation, and garnishment deductions will be sent to the vendors. The other half will be sent on the 30th payroll.
2. All other deductions, such as insurance will be sent on the 30th payroll.
3. This change **will not** have any effect on your insurance coverage.

IMPORTANT: If you have payments being deducted from your bank account on a certain date, you should contact your agency to make any necessary changes to accommodate this change.

Extra Pay or Extra Hours

1. All extra pay or extra hours will be paid on the last payroll of the month.

Substitute Pay

1. All substitutes working on a day to day basis, will be paid once a month on the last payroll of the month for the previous month's work.

Timesheets

1. Timesheets will still be due on the 1st day of the month and will cover an entire calendar month.

Please remember in June 2023, if you typically get your July and/or August pay in June, you will still receive it in June 2023. You will receive half on the first payroll and half on the second payroll.

Please don't ever hesitate to contact Amber Lee (ext.2245) or me, Angie Howell (ext.2241), if you have any questions or concerns.

I hope you are having a wonderful summer and look forward to seeing you at the picnic on August 15th at West Irvine.