

TO: ALL DISTRICT 365 EMPLOYEES

FROM: JayDene Aquiso, District Secretary/Assistant Business Manager

SUBJECT: PAYROLL DATES FOR 2020-2021

SCHEDULE OF PAYROLL DATES FOR 2020-2021

September	24, 2020
October	22, 2020
November	19, 2020
December	17, 2020
January	25, 2021
February	25, 2021
March	18, 2021
April	22, 2021
May	25, 2021
June	24, 2021
July	22, 2021
August	25, 2021

If you have questions, contact JayDene Aquiso at 208-834-2260.

If the 25th of the month falls on a Friday, Saturday, or Sunday, the Thursday before will be payday.

The checks will be issued in each respective building or you can make arrangements to get your check at the district officeat least one day's notice would be helpful if you want us to keep your check at the district office.

IF YOU REQUIRE SPECIAL HANDLING OF YOUR JUNE OR JULY CHECK, make arrangements at least two working days before payday. (Summer addresses, deposit slips, mailing envelopes, etc.) The June and July checks will be mailed to you or deposited for you on June 24 and July 22.

Check your address on your payroll check – if it needs updating contact JayDene. Also, be sure that all deductions are correct.

SUBSTITUTE EMPLOYEE CHECKS will be mailed unless prior arrangements have been made with the clerk.