

Chicago Public Schools

DEPARTMENT OF HUMAN RESOURCES
"We Serve Our Children By Serving You"

Payroll Election Period Open

LUNCHROOM EMPLOYEES

Only 10-month employees without deferred pay

Lunchroom employees may elect to get a short-term loan to bridge the five-day period (Pay Period 8). The loan will be limited to five (5) days pay and will be deducted in four (4) installments. Loans will be paid on April, 24, 2009.

Election for a bridge loan can be made by activating Loan Deduction via PeopleSoft HR Employee Self-Service Portal:

<https://cpsatworkprod.cps.k12.il.us/psp/cpseprd/?cmd=loggin>

52-WEEK EMPLOYEES

Central Office Administrators, ESPs & Engineers

52-week employees may elect to receive a payment for up to five (5) accrued vacation days to assist in the transition to the new schedule. The vacation days will be paid on April 24, 2009.

Election for vacation pay can be made by activating Vacation Deduction via PeopleSoft HR Employee Self-Service Portal:

<https://cpsatworkprod.cps.k12.il.us/psp/cpseprd/?cmd=loggin>

ALL ELECTION CHOICES MUST BE COMPLETED BY MARCH 30, 2009.

Instructions to complete the on-line election can be found at:

<https://cpsatworkprod.cps.k12.il.us/psp/cpseprd/EMPLOYEE/EMPL/h/?tab=DEFAULT>

Questions can be directed to combinpayroll@cps.k12.il.us or 773-553-4729, Option 1.