

To: All Employees

From: Human Resources
Payroll Services

Date: January 20, 2009

Re: Changes to the Payroll Calendar

The Chicago Public Schools (CPS) Payroll Services Department will move to combine the Teacher/Administrator and PSRP/ESP payroll period on April 12, 2009 consistent with the collective bargaining agreements between the Board of Education and the labor organizations representing Board employees. The combination of the payroll periods will mean that all employees will receive their pay on the second Friday following the end of a payroll period instead of on the first Friday as is currently the case. In other words, you will be paid 13 calendar days after the end of a payroll period.

Why is CPS making this change?

Under the current Payroll Calendar, CPS Payroll Services must run a payroll for tens of thousands of employees every week and produce an accurate paycheck within five business days of the end of the payroll period. As a practical matter that means that all payroll and timekeeping must be accurately reported to Payroll Services within one business day after the pay period ends. The current Payroll Calendar leaves no margin for error in the payroll process and increases the likelihood that payroll errors will occur. Consequently, additional payrolls are run in addition to the main payroll cycle to ensure employees receive pay in a timely manner.

With it in place, CPS Payroll Services and school payroll clerks will be better able to provide accurate and timely payroll services to CPS employees.

How will this change affect your payroll?

The change will not result in the loss of pay to any employee. It will only affect how long after the end of the payroll period you are paid. However, during the transition to the new Payroll Calendar, the change will impact employee groups as follows:

For 38.6, 42.6, and 44.6 week Teachers (teachers on deferred pay):

- Teachers on deferred pay will not receive the Pay Period 9 pay check on May 1, 2009.
- Teachers on deferred pay will be paid 5-days pay from their deferred pay bank on May 1, 2009.
- Teachers on deferred pay will receive the Pay Period 9 paycheck on May 8, 2009 and shall be paid every two weeks thereafter, 13 calendar days after the end of the payroll period in which they worked.
- Over the summer, Teachers on deferred pay will be paid the balance of their deferred pay at a rate of 9 days per pay period or other *pro rata* amount as appropriate to offset the 5 days paid from the deferred bank on May 1st.

For Teacher-certificated Administrators and 52-week Teachers (Administrators and teachers without deferred pay):

- Administrators and 52-week Teachers will not receive the Pay Period 9 pay check on May 1, 2009.
- Administrators and 52-week Teachers may request payment of 5-days of vacation which will be deducted from their vacation day bank. This payment will be paid on May 1, 2009. More information will be provided regarding election for this benefit in the near future.
- Administrators and 52-week Teachers will receive the Pay Period 9 paycheck on May 8, 2009 and shall be paid every two weeks thereafter, 13 calendar days after the end of the payroll period in which they worked.

For 10-month PSRPs/ESPs on deferred pay:

- PSRP/ESP Pay Period 8 will become a ***one-week*** pay period from April 5, 2009 to April 11, 2009.
- PSRPs/ESPs will receive a ***one-week*** pay check for Pay Period 8 on April 24, 2009.
- PSRPs/ESPs will also receive 5-days pay from their deferred pay bank on April 24, 2009.
- PSRP/ESP Pay Period 9 will be a two-week pay period from April 12 to April 25, 2009.
- PSRPs/ESPs will receive a two-week pay check for Pay Period 9 on May 8, 2009 and shall be paid every two weeks thereafter, 13 calendar days after the end of the payroll period in which they worked.
- Over the summer, PSRPs/ESPs will be paid the balance of the deferred pay at a rate of 9 days per pay period or other *pro rata* amount as appropriate to offset the 5 days paid from the deferred bank on April 24, 2009.

For Lunchroom Employees (10-month employees without deferred pay only):

- Lunchroom Employees Pay Period 8 will become a ***one-week*** pay period from April 5, 2009 to April 11, 2009.
- Lunchroom Employees will receive a ***one-week*** pay check for Pay Period 8 on April 24, 2009.
- Lunchroom Employees may apply for a bridge loan pay advance for up to 5-days pay. Repayment will occur in equal installments over the next 4 pay periods. More information will be provided regarding election for this benefit in the near future.
- Lunchroom Employees Pay Period 9 will be a two-week pay period from April 12 to April 25, 2009.
- Lunchroom Employees will receive a two-week pay check for Pay Period 9 on May 8, 2009 and shall be paid every two weeks thereafter, 13 calendar days after the end of the payroll period in which they worked.

For 52-week Central Office Administrators, ESPs and Engineers:

- ESP Pay Period 8 will become a ***one-week*** pay period from April 5, 2009 to April 11, 2009.
- 52-week ESPs will receive a ***one-week*** pay check for Pay Period 8 on April 24, 2009.
- 52-week ESPs may request payment of 5-days of vacation which will be deducted from their vacation day bank. This payment will be paid on April 24, 2009. More information will be provided regarding election for this benefit in the near future.
- New ESP Pay Period 9 will be a two-week pay period from April 12 to April 25, 2009.
- 52-week ESPs will receive a two-week pay check for Pay Period 9 on May 8, 2009 and shall be paid every two weeks thereafter, 13 calendar days after the end of the payroll period in which they worked.

Enclosed for your reference revised payroll calendars and a list of the new pay period dates. Additional information regarding this change will be provided in the future.

AA:JTM

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