

To: All Substitute ESP

From: Human Resources  
Payroll Services

Date: January 30, 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 you as follows:

- Substitute ESP Pay Period 8 will become a **one-week** pay period from April 5, 2009 to April 11, 2009.
- Substitute ESP shall be paid for pay period hours worked on April 24, 2009.
- Substitute ESP Pay Period 9 will be a two-week pay period from April 12 to April 25, 2009, paid on May 8, 2009.
- Substitute ESP shall be paid every two week thereafter for hours reported.

Enclosed for your reference is the 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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