

Reminder: Payroll Calendar Changes

Chicago Public Schools

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

Payroll Calendar Transition Scheduled to Begin April 12, 2009

ESP/PSRP pay period dates will move, effective April 12, 2009.
The purpose of this change is to align the payroll cycles for all employees.
The following is important information regarding the transition.

		New Pay Period Dates			
		From	To	Days Paid	Pay (Check) Date
Pay Period 8	Actual work days	4/5/2009	4/11/2009	5	4/24/2009
EMPLOYEES IN THE FOLLOWING GROUPS ARE ELIGIBLE FOR THE FOLLOWING ADDITIONAL PAY ON APRIL 24, 2009:					
Local 1	Lunchroom Employees not on deferred pay (Local 1) may elect a voluntary bridge loan.			5 Bridge Loan	4/24/2009
10-month ESP/PSRP on deferred pay	On April 24, 2009 ESP employees on deferred pay will receive an additional 5-days pay from their deferred pay bank. This payment reflects early payment of funds that would normally be paid out during the summer. Over the summer, ESPs/PSRPs will be paid the balance of their deferred bank <i>in equal payments</i> of the summer months.			5 Deferred Pay	4/24/2009
52-week ESP/PSRP	52-week ESP 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, for ESP. Employees who elect voluntary vacation payment will receive the payment on April, 24, 2009. For instructions to elect voluntary vacation payment, log onto http://www.cps-humanresources.org/ .			5 Vacation	4/24/2009
Pay Period 9	Actual work days	4/12/2009	4/25/2009	10	5/8/2009
Pay Period 10	Actual work days	4/26/2009	5/9/2009	10	5/22/2009

Additional information can be viewed at <http://www.cps-humanresources.org/> (FAQs, Full 2009 Calendar, and Election Instructions). If you have additional questions please email combinedpayroll@cps.k12.il.us.

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Teacher/Administrators pay (check) dates will move effective, May 8, 2009.
The purpose of this change is to align the payroll cycles for all employees.
The following is important information regarding the transition.

		Pay Period Dates		Days	Pay (Check) Date	
		From	To	Paid	Old	New
Pay Period 9	Actual work days	4/12/2009	4/25/2009	10	5/1/2009	5/8/2009
EMPLOYEES IN THE FOLLOWING GROUPS ARE ELIGIBLE FOR THE FOLLOWING ADDITIONAL PAY ON MAY 1, 2009:						
52-week Certificated Administrators	Principals, assistant principals and other teacher-certificated administrators may elect to receive a payment for up to five (5) accrued vacation days to assist in the transition to the new schedule. The payment for vacation days will be made on May 1, 2009, to those administrators who elect to receive voluntary vacation payment. For instructions to elect voluntary vacation payment, log onto http://www.cps-humanresources.org/ .			5 Vacation		5/1/2009
Teachers	May 1, 2009, teachers receiving deferred pay will be paid 5-days pay from their deferred pay bank. This payment reflects early payment of funds that would normally be paid out during the summer.			5 Deferred Pay		5/1/2009
Pay Period 10	Actual work days	4/26/2009	5/9/2009	10		5/22/2009

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