AAPS Payroll and Finance Guide:

- New Hires
- Returning Employees
- Payment Processes
- Contact Information

CONTRACTUAL AND HOURLY
Contract (spread pay) Employee Payment Process:

- Contract employees are hired at a specific **GRADE** and **STEP** which defines the annual contract amount to be paid. Questions or concerns with amounts please contact Human Resources.

- Contract employees work a specific number of days in a school year - according to a bargaining unit's contract. There are several bargaining units in the Ann Arbor district and the length of contract varies.

- Pay day is **every 2 weeks and always on Friday**. Pay days are **ONLY** shifted for Federal holidays.

- Contract employees must complete a **PERMANENT PAY FORM** at hire. One of two options must be chosen. Once this pay choice is made, it **CANNOT** be altered (per IRS regulations) in the current school year!

- **Choice #1**: Spread pay over the **SCHOOL YEAR ONLY**

- **Choice #2**: Spread pay over the **SCHOOL YEAR AND SUMMER BREAK**

- **ALL** employees are paid via direct deposit only.

---

If your hire date is after the official contract start date—PAY IS PRORATED:

**Example of Proration:**

<table>
<thead>
<tr>
<th>$25,000 Full contract amount/year</th>
<th>180 Days in job</th>
</tr>
</thead>
<tbody>
<tr>
<td>$138.89 Daily rate</td>
<td></td>
</tr>
<tr>
<td>(-30) Missed days on Contract</td>
<td></td>
</tr>
<tr>
<td><strong>($4,166.70)</strong> Unearned Pay</td>
<td></td>
</tr>
</tbody>
</table>

| $25,000 Full contract amount     |                |
|                                   |                |
| **($4,166.70)** Unearned Pay     |                |
| $20,833.30 Earned PRORATED amount|                |
| ÷ # of pays                      |                |

If your hire date is after the official contract start date—PAY IS PRORATED:

**Calculation for contract employee ending employment BEFORE last contractual day**

**Example:**

<table>
<thead>
<tr>
<th>$25,000 Full contract amount/year</th>
<th>180 Contractually paid days</th>
</tr>
</thead>
<tbody>
<tr>
<td>$138.89 Daily rate</td>
<td>$138.89 Daily rate</td>
</tr>
<tr>
<td>(-30) Days worked</td>
<td>(-30) Days worked</td>
</tr>
<tr>
<td><strong>$13,889.00</strong> Current amount earned</td>
<td><strong>$13,889.00</strong> Current amount earned</td>
</tr>
</tbody>
</table>

| $25,000 Full contract amount      | $11,111.00 Amount left on contract |
|                                   |                                 |
| **($13,889.00)** Amount left on contract| **($11,111.00)** Amount left on contract|
| **$2,778.00** DIFFERENCE either owed to you or owed to the district | **$2,778.00** DIFFERENCE either owed to you or owed to the district |

---

Revised 10/11/19 kt/st
Hourly Employee Payment Process:

- Hourly employees are paid a specific hourly rate for every hour worked

- Hours **MUST BE** submitted on an official time sheet to the building OP in order to be paid for hours worked.

- Please consult the payroll calendar to see when your 1st pay will be based on the 1st actual workday.

- Pay day is every 2 weeks and always on Friday. Pay days are ONLY shifted for Federal holidays.

- **MEMORIZE YOUR EMPLOYEE ID** This number is used to pay the correct employee and not someone else

- **ALL** hourly employees are paid via direct deposit or U.S. Bank Card only.

***These are General Statements - variations and adjustments may occur. ***

Revised 10/11/19  t/st
Returning Teachers and Teacher Assistants

- Permanent Pay form- FOR CHANGES ONLY
- Go to: www.a2schools.org
- Click on “For Staff”
- Click on “AAPS Payroll Forms and Documents”
- Click on “Permanent Pay Form”
- Complete and return to Balas Building-Finance Department
- Forms MUST BE received NO LATER THAN AUGUST 1st, 2019
- Forms received after this deadline can NOT be processed for the
- 2019-2020 school year and your current pay schedule will remain in effect.
- **First pay for all Teachers and Teacher Assistants for the 19/20 school year: August 30, 2019**

Payroll questions/inquiries:
All questions regarding payroll should be emailed to the following email address:
finpayroll@aaps.k12.mi.us

This email is monitored daily by payroll staff. When submitting an email please provide the following information:

- Name
- Work location
- Job duty
- Identifier-i.e. D.O.B or last 4 of SSN
- Detailed question

**Finance/Payroll Dept. Contact Info:**
Main Ph.: 734-994-2256

Karen Taylor: Contractual Staff  x. 51249

Shantae Townsel: Hourly Staff  x. 51259

Laura Branham: Fringes Benefits/Cost  x. 51254

51254 Dawn Magee: Assistant Director,
Payroll

Revised 10/11/19  t/st
**eSuite Access:**

eSuite (pronounced ‘e-sweet’) is the employee portal that allows you to do the following:

- View/print pay stubs
- View/print W2s
- Address changes

**First-Time User:**
- [www.a2schools.org](http://www.a2schools.org)

---

**Employee Resources**

- **Frontline (formerly Aesop) Substitute Placement System & Attendance Tracking**
- **KALPA Online Professional Development Registration System**
  
Register for district-provided professional development, track PD hours, etc. The AAPS district number is 81010.
- **Continuing Education Credits for Administrators:**
  - Record of Continuing Education Credits for Administrators
  - FAQs
  - Positions that must meet C.E. credits requirement
  - Application for Renewal of Certificate
- **Online Job Postings**
- **Payroll Inquiry-eSuite**
- **AAPS Payroll Forms & Documents**
- **Employee Retirement Resources**
- **Instructional Technology Blog**

---

Revised 10/11/19 kt/st
• Click on “For Staff”
• Click on “Payroll Inquiry-eSuite”
• Click on “Click here to access the NWS eSuite HR Portal”

First time user? Click on “Activate your account”
• an email will be sent to the email on file with instructions on setting up your account.

Forgot Username or Password:
• Click on the question’s link that applies to you and follow the instructions.

Common Error Messages:
• “No email address”: contact payroll with an active email address so it can be entered into the system.
• “Locked Out”: Contact Payroll for assistance.

**NOTE: payroll **DOES NOT** automatically set up accounts in eSuite for employees. This can only be done by the employee.**

Revised 10/11/19 kt/st
**eSuite FAQs**

How do I reset my Username and Password?

- Click on “Reset Password” Link on the HR Portal login page
- Type in your username
- Close out eSuite site before opening the link sent to your email
- Follow instructions to reset
- Any questions please direct to: finpayroll@aaps.k12.mi.us

What is being deducted from my check?

- State and Federal taxes every pay
- ORS (Office of Retirement Services) mandatory retirement deduction every pay
- Insurance (if eligible) every pay
- Electives include: HSA, FSA, 403B, 457 deductions would be taken every pay

Why doesn’t the position date match my hire date?

- The effective date for a position is reflective of the pay period for the purposes of payroll. Employee hire dates are stored in HR/Payroll system, but not in eSuite.

Why does my pay fluctuate sometimes?

- Contracted positions are divided by the number of pays per school year (21, 22, 26 pays). However, if you have missed days, unpaid days, or adjustments to your contract can affect your pay but will not be seen in the Positions and Pay Rate section of eSuite.
- The hourly rate calculation in eSuite **IS NOT CORRECT** due to embedded software programming that cannot be altered (it assumes everyone works all year & 8 hrs./day).
- Here’s how to calculate your hourly rate:

  Full Contract Amount / # of days worked per school year/ # hours per day

  Example:
  
  Contact Amount: $20,000/yr.
  
  # of days compensated days in contract: 260
  
  # of hours per day: 7 hours
  
  $20,000/260/7 = $10.98/hr
What are Accruals?

- Accruals are: sick days, personal business days, or vacations days (IF APPLICABLE)
- Accruals can be viewed on the ‘Accrual’ page in eSuite
- They are displayed as CALENDAR YEAR information, not school year
- Typically, 2-4 weeks behind the current date to reflect time used or earned during a pay period
- Sick and Personal Business (PB) accruals are received on the first pay of the contract. Vacation (IF APPLICABLE) is earned as the year progresses.
- Accrual balances are prorated upon termination to remove unearned time.

How do I make changes to information on-line:

- Name, address, phone numbers can be updated in eSuite
- Direct Deposit changes MUST be made in person in the finance department at the Balas building. This is for your security! You MUST bring picture I.D.
- Tax withholding changes must be made in person, or through inter-office mail to the finance department.
RETIREMENT CONTACT INFORMATION

PLEASE NOTE:
The contact information provided is strictly for informational purposes. Ann Arbor Public Schools cannot advise or direct employee decisions regarding retirement activities outside of those regulated by law. Please contact your financial advisor with questions and inquiries regarding your specific retirement plans. Thank you.

ORS – OFFICE OF RETIREMENT SERVICES (Phone: 517-322-5103):
**Contact ORS within 3 months of the intended date of retirement**

Mailing Address: Office of Retirement Services
P.O. Box 30171
Lansing, MI 48909-7671

Pension Plus members Website: www.michigan.gov/orsmiaccount
Pension Plus members Website: http://www.mipensionplus.org/publicschools
MIP, MIP-Plus, Basic members Website: www.michigan.gov/orsschools

MIP, MIP-Plus, Basic members Website: https://ssprd.state.mi.us/wss/security/login Website:www.michigan.gov/ors
Phone-Outside of Lansing: 1-800-381-5111
Hours: Monday through Friday; 8:30 a.m. to 5:00 p.m. EST

VOYA FINANCIAL (ORS) Website: https://stateofmi.voya.com/eportal/welcome.do

Revised 10/11/19 kt/st
**RETIREMENT MANAGER:**
www.myretirementmanager.com
Participant Call-Center Phone:
1-866-294-7950 (Monday through Friday; 7:00 a.m. to 6:00 p.m. CST)
**Specific company info for investments is available on request**

**AAPS RESOURCES:**
www.a2schools.org
Human Resources:
Phone: 1-734-994-2240
Hours: Monday through Friday; 8:00 a.m. – 4:30 p.m. EST
Payroll/Finance:
Phone: 1-734-994-2256
Hours: Monday through Friday; 8:00 a.m. – 4:30 p.m. EST

**OTHER RETIREMENT RESOURCES:**
AARP: Retiree resources such as tips for making the most of your money in retirement, leisure activities, politics, and more: www.aarp.org

Social Security: The official website of the U.S. Social Security Administration: www.ssa.gov

MiSeniors: Tips for living the good life in retirement: www.ssa.gov


National Institute on Retirement Security (NIRS): A non-profit group dedicated to creating a deep understanding of the value of retirement security to employees, employers, and the economy: www.nirsonline.org

National Association of State Retirement Administrators (NASRA): Research and Resources about issues facing public pensions: www.nasra.org
**IMPORTANT New Hire Retirement Plan Information:**

If this is your first public school district in Michigan, please note the following important information:

- **AFTER** your 1st pay: you **MUST** go to the following site: www.michigan.gov
- then click on the "Employee Resources" link
- **You MUST CHOOSE** the "DC" or "PENSION PLUS 2"

This choice must be made within **75 DAYS** of the first pay; this is the **ONLY TIME** you can choose a "pension" option. After 75 days, choice is forfeited and a default plan will be chosen for you by the state.
Welcome to the Michigan Public Schools Retirement System. You may be thinking it’s too soon to be talking about retirement, but taking the time now to learn about your options can make a big difference when you’re retired.

You have the choice between two options: the **Pension Plus 2 plan** or the **Defined Contribution plan**. Which retirement plan should you choose? There’s no right or wrong answer. Everyone’s situation is different.

---

### Which Retirement Plan Is Best For You?

This activity is a tool to help you pick your retirement plan. Once you make your decision, wait for your welcome letter with your Member ID, then log in to miAccount and make your election.

1. How confident are you that you’ll retire within the next 10 years?
   - Not confident
   - Very confident

2. How confident are you that you’ll leave Michigan public school employment within the next 10 years?
   - Not confident
   - Very confident

3. How confident are you that you can handle risk in your investment strategy?
   - Not confident
   - Very confident

4. How confident do you feel in managing your retirement investments?
   - Not confident
   - Very confident

5. How confident are you in managing how much and when to withdraw money from your retirement account?
   - Not confident
   - Very confident

Now examine your score: Consider the number of selections you have in the first two columns and the last two columns. Now read the corresponding boxes below to figure out which path might be right for you.

If you have more selections in the first two columns, then you might consider the: **Pension Plus 2 plan** which pairs a pension with a savings plan.

If you have more selections in the last two columns, then you might consider: **Defined Contribution plan** which is a savings plan only.

If you want to know why these questions matter when choosing your retirement plan, then review the rationale on the next page.
# Retirement Plan Activity Rationale

**Pension Plus 2 plan:**
1. You qualify for a full pension after 10 years of service. You keep all of your employer’s contributions to your retirement savings accounts after four years of service.
2. All 10 years of service must be with a Michigan public school employer. If you leave Michigan public school employment, you can receive your pension contributions back, with interest. Your retirement savings accounts go with you.
3. Office of Retirement Services (ORS) manages your pension and you manage your retirement savings accounts. Pension payments are determined by a set formula and aren’t affected by market fluctuations.

**Defined Contribution plan:**
1. You keep all of your employer’s contributions to your retirement savings accounts after four years of service.
2. If you leave Michigan public school employment, your savings accounts go with you.
3, 4, and 5: You manage how you invest your retirement savings accounts. You also decide how much and when you’ll receive your payments during retirement.

---

# What To Expect Next

<table>
<thead>
<tr>
<th>First Week of Work</th>
<th>10–15 Days After First Paycheck</th>
<th>25–50 Days After First Paycheck</th>
<th>75 Days After First Paycheck</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive retirement information from your employer.</td>
<td>Receive your welcome letter from ORS with your Member ID that you’ll use to register for miAccount.</td>
<td>If you make your election: Receive your plan confirmation letter from ORS.</td>
<td>If you didn’t make your election by the deadline: You’ll be automatically enrolled in the Defined Contribution plan and receive a confirmation letter from ORS.</td>
</tr>
<tr>
<td></td>
<td>Log in to miAccount and make your retirement election.</td>
<td>Process Completed</td>
<td>This is considered your choice and can’t be changed.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Make Your Election" /></td>
<td>If you don’t make your election: Receive two reminder letters from ORS.</td>
<td>Process Continues</td>
</tr>
<tr>
<td></td>
<td>You can make your election as soon as you receive your welcome letter with your miAccount Member ID.</td>
<td>You’re running out of time to make your election, so don’t delay.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Although you have 75 days to make your retirement plan election, it's important to make your choice as early as possible so you don’t run out of time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your 75-day countdown begins when you receive your first paycheck.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Need more information? Visit [PickMiPlan.org](http://PickMiPlan.org) or call 800-748-6128.
The Choice Is Yours

Your retirement journey begins with an important first step—electing your retirement plan. You have two options: the Pension Plus 2 plan or the Defined Contribution plan.

Read this guide and visit pickmiplan.org to learn more about the plans. Then go to miAccount at michigan.gov/orismiaccount and make your election.

Pension Plus 2 Plan

- This is a plan that pairs a pension with a savings plan.
- The savings plan enrolls you in State of Michigan 401(k) and 457 Plans. A pension guarantees you a monthly benefit for life after you meet age and service requirements.
- Pension payments are not affected by market fluctuations.
- The retirement system manages your pension; you manage your 401(k) and 457 Plans.

This plan may be best for you if...

- You plan on working for 10 years or longer in the public school system to receive a guaranteed benefit.
- You are less comfortable with risk and want a guaranteed monthly benefit for life in retirement.

Defined Contribution Plan

- This is a savings plan only.
- The Defined Contribution option enrolls you in State of Michigan 401(k) and 457 Plans.
- Retirement income will depend on contributions to your 401(k) and 457 Plans and investment performance.
- Investment returns aren’t guaranteed. Retirement income ends when your accounts are depleted.
- You manage your 401(k) and 457 Plans.

This plan may be best for you if...

- You plan on working less than 10 years and want your retirement savings to go with you.
- You are comfortable with your monthly retirement income being determined by your employee and employer contributions and your investment returns.

Personal Healthcare Fund

In either plan you are placed in a Personal Healthcare Fund (PHF). Contributions from you and your employer are deposited into your State of Michigan 401(k) and 457 Plans. This can be used to pay for health insurance or other expenses when you retire.

REMEMBER YOU HAVE:
### COMPARE YOUR OPTIONS

**Pension Plus 2 Plan**

**Plan overview**

You get a pension and retirement savings in your 401(k) and 457 Plans.

**How long you have to work to qualify for the benefit**

**Pension:** You’re vested after 10 years of full-time public school employment. If you never vest, you’ll receive your contributions toward your pension back, with interest.

**Savings in 401(k) and 457 Plans:** You always keep 100 percent of your contributions. After two years, you keep 50 percent of your employer’s contributions; after three years, 75 percent; and after four years, 100 percent.

**Income when you retire**

**Pension:** To calculate your annual pension amount, the Office of Retirement Services multiplies the average of your five highest consecutive years of earnings by your years of service, times 1.5 percent.

**PLUS**

**Savings:** Retirement income is based on your contributions, your employer’s contributions, and investment performance in your 401(k) and 457 Plans.

<table>
<thead>
<tr>
<th>The money you and your employer put in</th>
<th>You</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAVINGS</strong></td>
<td>2%</td>
<td>2% match</td>
</tr>
<tr>
<td>PHF 401(k), 457</td>
<td>2%</td>
<td>1% match</td>
</tr>
<tr>
<td><strong>PENSION</strong></td>
<td>6.2%*</td>
<td>6.2%*</td>
</tr>
</tbody>
</table>

*This rate could change each year.

For example, Bobby makes $25,000 a year and works 30 years for a public school. He contributes 6.2 percent toward his pension and 4 percent to his savings account. His employer contributes 6.2 percent toward his pension and 3 percent toward his savings. His pension income will be $937.50 a month or $11,250 a year. Plus, his potential retirement income from his savings will be $332 per month or $4,024 total in his savings account.

---

**Defined Contribution Plan**

**Savings:** You do not get a pension. You save for retirement in your 401(k) and 457 Plans.

**Savings in 401(k) and 457 Plans:** You always keep 100 percent of your contributions. After two years, you keep 50 percent of your employer’s contributions; after three years, 75 percent; and after four years, 100 percent.

**Savings:** Retirement income is based on your contributions, your employer’s contributions, and investment performance in your 401(k) and 457 Plans.

<table>
<thead>
<tr>
<th>The money you and your employer put in</th>
<th>You</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAVINGS</strong></td>
<td>2%</td>
<td>2% match</td>
</tr>
<tr>
<td>PHF 401(k), 457</td>
<td>3%</td>
<td>3% match</td>
</tr>
<tr>
<td><strong>PENSION</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

You do not get a pension.

For example, Susan makes $25,000 a year and works 30 years for a public school. She contributes 5 percent and her employer contributes 9 percent to her savings account. Her potential retirement income from her savings account will be $665 per month or $80,005 total in her savings account.

---

Need more information? Visit [PickMiPlan.org](http://PickMiPlan.org) or call 800-748-6128.

---

This is a hypothetical example for illustrative purposes only and does not represent the performance of an actual investment. It assumes an annual salary of $25,000, pre-tax contributions, contributing regularly at age 30 until retiring at age 60. 26 pay periods per year, a 6 percent annual rate of return and reinvestment of earnings. Investments are subject to investment risk including the possible loss of principal. The investment return and principal value of the security will fluctuate so that when redeemed, it may be worth more or less than the original investment. In addition, these figures do not reflect any adjustment for pay raises, inflation, taxes or any fees, expenses or charges of any investment product. Taxes are generally due upon withdrawal of tax-deferred assets.
### 2019 - 2020 PAYROLL SCHEDULE

#### PAY DAY CALENDAR

**ATTENDANCE and HOURLY PAY** revised 7/31/19

**TIMESHEETS**

<table>
<thead>
<tr>
<th>TO BE PAID ON:</th>
<th>by Noon to Building OP</th>
<th>FOR TIME WORKED FROM - TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MON</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 5, 2019</td>
<td>June 24</td>
<td>June 9 - June 22</td>
</tr>
<tr>
<td>July 19, 2019</td>
<td>July 8</td>
<td>June 23 - July 6</td>
</tr>
<tr>
<td>August 2, 2019</td>
<td>July 22</td>
<td>July 7 - July 20</td>
</tr>
<tr>
<td>August 16, 2019</td>
<td>August 5</td>
<td>July 21 - August 3</td>
</tr>
<tr>
<td>August 30, 2019</td>
<td>August 19</td>
<td>August 4 - August 17</td>
</tr>
<tr>
<td>September 13, 2019</td>
<td>September 2</td>
<td>August 18 - August 31</td>
</tr>
<tr>
<td>September 27, 2019</td>
<td>September 16</td>
<td>September 1 - September 14</td>
</tr>
<tr>
<td>October 11, 2019</td>
<td>September 30</td>
<td>September 15 - September 28</td>
</tr>
<tr>
<td>October 25, 2019</td>
<td>October 14</td>
<td>September 29 - October 12</td>
</tr>
<tr>
<td>November 8, 2019</td>
<td>October 28</td>
<td>October 13 - October 26</td>
</tr>
<tr>
<td>November 22, 2019</td>
<td>November 11</td>
<td>October 27 - November 9</td>
</tr>
<tr>
<td>December 6, 2019</td>
<td>November 25</td>
<td>November 10 - November 23</td>
</tr>
<tr>
<td>December 20, 2019</td>
<td>December 7</td>
<td>November 24 - December 7</td>
</tr>
<tr>
<td>January 3, 2020</td>
<td>December 14</td>
<td>December 8 - December 21</td>
</tr>
<tr>
<td>January 17, 2020</td>
<td>January 6</td>
<td>December 22 - January 4</td>
</tr>
<tr>
<td>January 31, 2020</td>
<td>January 20</td>
<td>January 5 - January 18</td>
</tr>
<tr>
<td>February 14, 2020</td>
<td>February 3</td>
<td>January 19 - February 1</td>
</tr>
<tr>
<td>February 28, 2020</td>
<td>February 17</td>
<td>February 2 - February 15</td>
</tr>
<tr>
<td>March 13, 2020</td>
<td>March 2</td>
<td>February 16 - February 29</td>
</tr>
<tr>
<td>March 27, 2020</td>
<td>March 16</td>
<td>March 1 - March 14</td>
</tr>
<tr>
<td>April 10, 2020</td>
<td>March 30</td>
<td>March 15 - March 28</td>
</tr>
<tr>
<td>April 24, 2020</td>
<td>April 13</td>
<td>March 29 - April 11</td>
</tr>
<tr>
<td>May 8, 2020</td>
<td>April 27</td>
<td>April 12 - April 25</td>
</tr>
<tr>
<td>May 22, 2020</td>
<td>May 11</td>
<td>April 26 - May 9</td>
</tr>
<tr>
<td>June 5, 2020</td>
<td>May 25</td>
<td>May 10 - May 23</td>
</tr>
<tr>
<td>June 19, 2020</td>
<td>June 8</td>
<td>May 24 - June 6</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>June 22</td>
<td>June 7 - June 20</td>
</tr>
<tr>
<td>July 17, 2020</td>
<td>July 6</td>
<td>June 21 - July 4</td>
</tr>
<tr>
<td>July 31, 2020</td>
<td>July 20</td>
<td>July 5 - July 18</td>
</tr>
<tr>
<td>August 14, 2020</td>
<td>August 3</td>
<td>July 19 - August 1</td>
</tr>
<tr>
<td>August 28, 2020</td>
<td>August 17</td>
<td>August 2 - August 15</td>
</tr>
<tr>
<td>September 11, 2020</td>
<td>August 31</td>
<td>August 16 - August 29</td>
</tr>
</tbody>
</table>

**CUT-OFF DEADLINES - ALL ARE SUBJECT TO CHANGE**

CALL - 994-2256 FOR ASSISTANCE

* First pay - August pay start (Most Principals and OP 10+)

** First Pay - Sept. pay start (Teachers, TA's and 9&10 month OP's)

○ Last pay Aug and Sept for those not spreading through the Summer

Last pay. * Aug and ○ ○ Sept for those with Summer spread

Revised 10/11/19 kt/st