

## Payroll Information

2023-2024

### Payday Procedures

Payday is always the last working day of the month, for 12 month employees.

Paychecks will be mailed prior to payday.

Please ensure that your address is kept current in the payroll office in the event that your check is mailed. Address changes can be submitted through Employee Self Service (ESS).

Direct Deposit is strongly suggested and now mandatory for all new hires, you can set up direct deposit through Employee Self Service (ESS).

Any questions related to your paycheck should be directed to Renee Van Gundy or Morgan Bass in the payroll office.

229.584.9102 (Renee) 229.584.9104 (Morgan)

[rvangundy@tcjackets.net](mailto:rvangundy@tcjackets.net) or [mbass@tcjackets.net](mailto:mbass@tcjackets.net)

### Important Dates!!

Cut off dates for payroll are as follows:

July 18, 2023	January 18, 2024
August 18, 2023	February 16, 2024
September 18, 2023	March 18, 2024
October 19, 2023	April 18, 2024
November 15, 2023	May 17, 2024
December 12, 2023	June 18, 2024

Please see the main Payroll page for instructions on retrieving your Direct Deposit Statement.