

Payroll Information

2019-2020

Payday Procedures

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

Paychecks will be ready for school pick-up the morning of payday.

Paychecks may be distributed to employees after 11:00a.m.

Any check that is not picked up will be mailed at 4:00p.m.

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)
randerson@tcjackets.net or mbass@tcjackets.net

Important Dates!!

Cut off dates for payroll are as follows:

September 18, 2019	February 17, 2020
October 18, 2019	March 18, 2020
November 13, 2019	April 17, 2020
December 12, 2019	May 18, 2020
January 17, 2020	June 19, 2020

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