



# Payroll Bulletin

Spring Edition

Office of Fiscal Services

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• Are you aware of the pay dates adjustment?

Periodically, pay dates must be adjusted to keep the total number of pay dates to 26 pays in both the calendar and fiscal year periods. This adjustment will be made in July 2020. The pay dates will be moved to Tuesday, July 7<sup>th</sup> and Friday, July 24<sup>th</sup>. Pay dates will then continue every two weeks. Note that there will be a 2-1/2 week time period instead of the normal 2 week time period between pay dates in July 2020. Pay for contracted salaried employees will still be evenly distributed over 26 pay periods for both the calendar year and fiscal year, and the total contract pay will not be affected.

• When will Hourly Employees be paid?

Due to the pay dates adjustment, your time worked will be paid as follows:

Two weeks of 06/07/20-06/20/20 will be paid on Tuesday, July 7<sup>th</sup>

Three weeks of 06/21/20-07/11/20 will be paid on Friday, July 24<sup>th</sup>

The two-week pay period cycle will resume after this adjustment period.

• Are you changing positions within Charles County Public Schools?

If you are changing from a 10, 11 or 12-month position to another classification, note when your current pay cycle will end and when your new pay cycle will begin.

| PAY CYCLES | Last payday of SY19-20 | First payday of SY20-21 |
|------------|------------------------|-------------------------|
| 12-month   | 06/19/20               | 07/07/20                |
| 11-month   | 07/24/20               | 08/07/20                |
| 10-month   | 08/21/20               | 09/04/20                |

• How will you receive your paycheck during the summer?

All paychecks are currently being mailed to home addresses during the closure.

• Are you leaving Charles County Public Schools?

If you are retiring or resigning from Charles County Public Schools, be aware that final paychecks will remain direct deposits. Be sure to notify Payroll if you have changed your bank account. To assure prompt delivery of your W-2 next January, always maintain a current mailing address with **Human Resources**.

• Have you moved recently?

Please verify that the address listed on 'My Personal Card' in the Employee Portal or on your printed pay statement (if you receive one) is correct and current. To update your name and/or address for our records, contact the Human Resources (HR) Department to request a "Status Change Form" or find

the form in the 'Employer Forms' section of the Employee Portal. Submit your completed form to HR by mail, "Pony", or fax to 301-934-7235.

- **Do you need to update your tax form(s)?**

If you were recently married or moved state-to-state (MD, DC or VA) or to a different county within Maryland, you may want to update your tax form(s). Tax forms can be found in the 'Employee Forms' section of the Employee Portal. Please submit your completed form to Payroll.

*Payroll Analysts cannot advise you on how to complete the withholding allowance forms. If you have questions, you can go to [www.irs.gov](http://www.irs.gov) for tax withholding assistance or consult a tax advisor.*

- **Are you familiar with the Employee Portal?**

The Employee Portal has payroll information available a week prior to the actual pay date. Through the portal, employees can also access employer forms, education and teaching certificates, and benefit details. If you have any questions or problems logging in to the web portal, please put in a **help desk** ticket or email: [dataprocessing@ccboe.com](mailto:dataprocessing@ccboe.com)

**We hope you all have a very happy, healthy and safe summer!**