



Payroll Bulletin

Spring Edition

Office of Fiscal Services

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• **How will you receive your summer paycheck or direct deposit voucher?**

Paychecks and Direct Deposit Vouchers (if requested to be printed) for 10- and 11- month employees are mailed to home addresses during the summer break.

• **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 SY18-19	First payday of SY19-20
12-month	06/21/19	07/05/19
11-month	07/19/19	08/02/19
10-month	08/16/19	08/30/19

• **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 for tax withholding assistance or consult a tax advisor.

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

The employee web portal has all 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

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