

FAIRFIELD PUBLIC SCHOOLS

TO: Employees with 26 Pay Option
2014 - 2015 Fiscal Year

FROM: Payroll Department

DATE: May 19, 2015

SUBJECT: 26 PAY OPTION PAYDATES – SUMMER 2015

Pay Dates:

FRIDAY, JULY 10, 2015

FRIDAY, JULY 24, 2015

FRIDAY, AUGUST 7, 2015

FRIDAY, AUGUST 21, 2015

- **Checks will be mailed prior to pay days. Depending on postal delivery we cannot guarantee that you will receive your check by the pay date. However, if you have direct deposit your check will automatically be deposited into your account.**
- **If you are moving to a different address please notify Barbara Kallborn in Human Resources at 255-8462 as soon as possible, preferably before school ends. This will ensure that your summer checks will be mailed to the correct address.**
- **In the event that it is absolutely necessary to change your direct deposit account please notify Payroll in writing immediately.**