

**TO: ALL DISTRICT 365 EMPLOYEES**

**FROM: JayDene Aquiso, District Secretary/Assistant Business Manager**

**SUBJECT: PAYROLL DATES FOR 2021-2022**

**SCHEDULE OF PAYROLL DATES FOR 2021-2022**

<b>September</b>	<b>23, 2021</b>
<b>October</b>	<b>25, 2021</b>
<b>November</b>	<b>18, 2021</b>
<b>December</b>	<b>16, 2021</b>
<b>January</b>	<b>25, 2022</b>
<b>February</b>	<b>24, 2022</b>
<b>March</b>	<b>17, 2022</b>
<b>April</b>	<b>25, 2022</b>
<b>May</b>	<b>25, 2022</b>
<b>June</b>	<b>23, 2022</b>
<b>July</b>	<b>25, 2022</b>
<b>August</b>	<b>25, 2022</b>

If you have questions, contact JayDene Aquiso at 208-834-2260.

If the 25th of the month falls on a Friday, Saturday, or Sunday, the Thursday before will be payday.

**The checks will be issued in each respective building or you can make arrangements to get your check at the district office .....at least one day's notice would be helpful if you want us to keep your check at the district office.**

**IF YOU REQUIRE SPECIAL HANDLING OF YOUR JUNE OR JULY CHECK, make arrangements at least two working days before payday. (Summer addresses, deposit slips, mailing envelopes, etc.) The June and July checks will be mailed to you or deposited for you on June 23 and July 25.**

**Check your address on your payroll check** – if it needs updating contact JayDene. Also, be sure that all deductions are correct.

**SUBSTITUTE EMPLOYEE CHECKS** will be mailed unless prior arrangements have been made with the clerk.