

TO: ALL DISTRICT 365 EMPLOYEES
FROM: JayDene Aquiso, District Secretary/Assistant Business Manager
SUBJECT: PAYROLL DATES FOR 2022-2023

SCHEDULE OF PAYROLL DATES FOR 2022-2023

September	22, 2022
October	25, 2022
November	17, 2022
December	22, 2022
January	25, 2023
February	23, 2023
March	16, 2023
April	25, 2023
May	25, 2023
June	22, 2023
July	25, 2023
August	24, 2023

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 officeat 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 22 and July 25.

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

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