

PAYCHECK CHECKLIST-- DECEMBER 21, 2018

Salaried Residential, Day Hab, and School Employees-- This paycheck covers the pay period 12/3/18 - 12/16/18.

What you should have received on this pay date:

- ✓ If you are a Hab Specialist, Hab Assistant I or II, RPS I or II, Senior RPS, or Cook—You should have received a retroactive payment back to January 1, 2018 in a separate check (this includes correction pay for those Senior RPS who had previously been paid at an incorrect rate).
- ✓ If you are a Teacher or Clinician-- You should have received a retroactive bonus of \$500.
- ✓ If you are a Teacher Assistant— You should have received a retroactive bonus of \$250.
- ✓ If you are a salaried employee in any job title who completed 10, 15, or 20 years of service during the 2018 calendar year—You should have received a longevity bonus of \$500 (10 years), \$750 (15 years), or \$1,000 (20 years).

On-call Employees-- This paycheck covers the pay period 12/9/18 - 12/22/18.

What you should have received on this pay date:

- ✓ If you have completed 10 or more years of service and worked at least 300 hours during calendar year 2017--- You should have received a longevity bonus in a separate check (\$150 - \$750, depending upon the number of hours worked).