

PAYCHECK CHECKLIST-- JANUARY 4, 2019

Salaried Residential, Day Hab, and School Employees—This paycheck covers the pay period 12/17/18 - 12/30/18.

What you should have received on this pay date:

- ✓ If you are a Teacher Assistant who was previously paid at an incorrect rate— You should have received a separate check to correct the underpayment.
- ✓ If you worked on December 24—You accrued one day of holiday leave (full time employees) or holiday leave equal to the number of hours worked (part time employees).
- ✓ If you are a RPS I or II, Senior RPS, or LPN--- You should have received premium pay (time and half of your hourly rate) for hours worked on Christmas Day (December 25). If you are full time (40 hours per week), you also accrued one day of holiday leave. If you are part time (less than 40 hours per week), you accrued holiday leave equal to the number of hours worked.

On-Call Employees—This paycheck covers the pay period 12/10/18 - 12/23/18.

What you should have received on this pay date:

- ✓ You should receive your regular paycheck (premium pay for those who worked on Christmas Day will be on the next paycheck).