



Spokane Public Schools

Payroll & Benefits

200 North Bernard Street
Spokane, WA 99201-0282



phone: (509) 354-7333

www.spokaneschools.org

TO: Spokane Public Schools Employees
FROM: Payroll & Benefits Department
SUBJECT: May 2024 Payroll Notification to Employees

UNIQUE PAYMENTS

There were no unique payments this month.

OTHER NOTICES

Certificated Staff

All Case Management/TRI Hours for Special Education & ESA staff for the 2023-24 year must be completed and submitted for processing no later than **July 15, 2024**.

All PERT submissions for the 2023-24 year for allowable dates between 8/28/2023 through 8/25/2024 need to be submitted to HR no later than **August 31, 2024**.

Classified Staff

All Non-Compulsory time for the 2023-24 year must be completed and submitted for processing no later than **July 15, 2024**.

Administrative Staff

Remaining requests for TRI hours must be processed in the final month of your annual contract. For employees in the Administrator and Principal groups, the hours must be submitted by **June 10, 2024** for processing in the June payroll. No requests from school year 2023-24 will be accepted after this date.

Vacation sellback for all employees is based on a fiscal year. All vacation sellback must be submitted by August 10 for processing in the August payroll. If your timekeeper will not be back in time for this deadline, your request for vacation sellback or vacation hours used must be submitted ***before your timekeeper leaves for the summer.***

Department of Retirement Systems Service Credit

Certificated and classified staff, working less than half-time, and substitutes may be eligible to purchase retirement service credit for time worked. For additional information, contact the Department of Retirement Systems (DRS) at 1-800-547-6657.