



Spokane Public Schools

**Payroll & Benefits**

200 North Bernard Street  
Spokane, WA 99201-0282



**phone:** (509) 354-7333

[www.spokaneschools.org](http://www.spokaneschools.org)

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

**UNIQUE PAYMENTS**

**Certificated Staff Supplemental Payments**

National Board stipends for qualified staff are included in this month's payroll.

**Classified Staff Supplemental Payments**

Medication Distribution payments for eligible staff are included in this month's payroll.

**OTHER NOTICES**

**Certificated**

All Enrichment/Tri Time (Sept-Aug contract employees) for the 2023-24 year must be used and submitted for processing no later than **July 15, 2024**.

All 2023-24 school year PERT needs to fall between 8/28/23 – 8/25/24 and the final deadline to submit for 2023-24 PERT into the PERT workflow system is **August 31, 2024**.

**Classified**

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

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.***

The Admin building will be closed the week of July 1 – July 5, 2024.

**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.