

2018 Year-End Payroll Update

- In preparation for the end-of-the-school-year payroll processing, your assistance is needed on the following items:
- **ADDRESS CHANGES SINCE JULY 1, 2017:** If your address has changed this fiscal year, please verify the address on your most recent paycheck or payroll earnings statement (as posted in iVisions) is correct. If it is incorrect, you must correct your information in iVisions by 5 p.m. on Thursday, May 31, 2018, in order to ensure you will receive your paychecks on time. The link for iVisions is <https://ivisions.hsd.k12.or.us/>. **The U.S. Postal Service does not forward any District mail.** All incorrectly addressed payroll checks will be returned to the payroll office.
- **DIRECT DEPOSIT: Banks do not notify us when changes are made to checking or savings accounts.** If you have closed your bank account or have changed your financial institution since your last paycheck, you must complete and send a new direct deposit authorization form to the payroll office by 5 p.m. on Thursday, May 31, 2018. If Payroll does not receive a new direct deposit authorization form with the correct account information by the deadline, your check will be deposited into your old account. It can take up to ten days before you will receive a new check. The direct deposit authorization form, [BO213 Authorization for Direct Deposit Form](#) is available in the Document Center..
- Please sign up for Direct Deposit if you are currently receiving a paper check.

10-Month Employees Balance of Contract Pay Dates for June 2018			
Pay Date	Balance of Contract Check	Paper Checks	Direct Deposit
June 15	July	Mailed home*	Payroll earnings statement posted in iVisions
June 15	August	Mailed home*	Payroll earnings statement posted in iVisions
June 29	June	Mailed home*	Payroll earnings statement posted in iVisions
<i>*Checks will be mailed to the home address that is recorded in Infinite Visions</i>			
12-Month Employees and Retired Employee Pay Dates			
Pay Date	Paper Checks	Direct Deposit	
June 20	Mailed to home	Payroll earnings statement posted in iVisions	
July 20	Mailed to home	Payroll earnings statement posted in iVisions	
August 20	Mailed to home	Payroll earnings statement posted in iVisions	