

**“COMMITTED TO HIGH PERFORMANCE”**

# ADVISORY

**CLAYTON COUNTY PUBLIC SCHOOLS**

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**FOR IMMEDIATE RELEASE**

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## **Message from Superintendent of Schools, Dr. Morcease J. Beasley**

*Employees to Receive January Pay and W-2's on Monday, January 22*

Happy New Year and welcome back! I hope everyone had a restful semester break and a successful first week back as we continue in our *Commitment to High Performance*. We have a lot of exciting things in the works for the second semester and I look forward to the many things we will accomplish on behalf of our students, school district and community.

As you should be aware, there will be no mid-year bonuses this year as we continue to strengthen our financial standing. However, as referenced prior to the semester break, as a token of appreciation for the hard work and dedication shown by all district employees, **paychecks for the January pay period will be made available on Monday, January 22, 2018. In addition, W-2 documents will also be available in the employee portal on Monday, January 22, 2018 for all active employees with the exception of substitutes.** W-2 documents for substitute teachers and inactive employees will be mailed. As a reminder, the employee portal continues to only be available within the CCPS network and is not accessible from home.

Please be advised, employees with direct deposit accounts will be able to access funds on the morning of Monday, January 22, 2018. Individuals without direct deposit will also be able to receive checks from their bookkeepers and/or payroll contacts on Monday, January 22. All bookkeepers and payroll contacts will be able to pick up checks between the hours of 7:00 a.m. – 5:00 p.m. on Monday, January 22.

I would like to thank the Business Services and Technology departments for working tirelessly to coordinate and facilitate an early pay date for all employees. As we continue to work together to improve our school district, rest assured, we will continue to make decisions in the best interest of our students as well as employees and take advantage of opportunities when available. With that said, let's have a great second semester!

Sincerely,

Dr. Morcease J. Beasley  
*Superintendent/CEO of Schools*

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