



Here is updated information about your paycheck over the Winter Break

IMPORTANT, PLEASE READ

December 18, 2009 is a normally-scheduled payday. All employees will receive their check as usual on this day.

Because the next regularly-scheduled payday after Dec. 18 falls on a holiday (January 1, 2010), the district originally planned on issuing that pay check on January 4, 2010.

However, some people let both APS and ATF know that this could potentially cause them financial complications. As a result, plans have changed. The check that follows the Dec. 18 check will now be a check distributed on December 23.

More important information about the new plan:

- **If you have your check electronically deposited to your financial institution, your money will be deposited automatically on December 23, 2009.**
- If you do not have your check electronically deposited and receive a paper check at your worksite, you can either pick up your check at Payroll on December 23 or have your check mailed to your home. **You must notify Payroll at 872-6880 by Friday, December 18 if you want your check mailed to your home or if you will pick up your check.** If you plan on picking up your check, please note that it will be available at the Payroll office up until 4:30 p.m. on December 23. Otherwise, your check will be at your worksite when you return to work on January 4, 2010.
- Two times per year, voluntary deductions (like investment contributions, union dues, etc.) and other non-tax-related deductions (health insurance premiums, retiree healthcare, etc.) are not taken from paychecks. This occurs during months when employees receive three paychecks. This was to occur in January 2010. However, since the district will now issue three checks in December of 2009, there will be no voluntary or non-tax-related deductions from the December 23, 2009 check. Since there will now only be two checks in January, the January 29, 2010 check will have voluntary and non-tax-related deductions.
- **After the Dec. 23 check, the next pay date will not be until January 15, 2010.**
- Leave balances may not be accurate on the Dec. 23 pay stubs. Balances will be accurate on the January 15, 2010 pay stubs.

MEMBERS ARE URGED TO CONTACT THE OFFICE IF THEY HAVE QUESTIONS OR NEED ANY ASSISTANCE.

December 8, 2009

530 Jefferson Street NE 87108 / 262-2657 / Fax: 266-1967 / Email: info@atfunion.org / Website: atfunion.org