

## Important Information From Payroll:

- Social Security numbers on pay stubs have been replaced with a **6-digit** personnel ID number which is assigned to all MCPS employees for the duration of their employment.
- Payroll MUST be alerted of any **changes to deductions** by the 15th of the month in which the change needs to take place.
- **Leave balances** calculated on pay stubs are for leave used in the prior month.
  - For example, a day of leave for September will show up under the used column in October
- Unused sick leave balances at June 30th (up to 120 days) are carried over to the next year.
- Personal leave balances are rolled over in the Sick balance
- Unused Business Days do not carry over
  - Business Days taken by certified employees may be taken at a cost of \$60 per day
  - Business Days taken by classified employees may be taken at a cost of \$15 per day
- If all leave is exhausted and leave is required, each day of leave will be deducted at the per diem rate
  - Per diem rate is calculated by the current contract or statement pay divided by contract days
- Descriptions of payroll deductions can be reviewed in the attachment below