LCTCS CENTRALIZED PEOPLESOFT PAYROLL MEMORANDUM

#2008-38

TO: All PeopleSoft Users

FROM: Lura A. Kamiya
LCTCS Human Resources Director

DATE: July 3, 2008

RE: Summer Deduction Calendar – 9 Month/20 Pay Faculty

Deductions for the summer months are deducted in advance from 18 scheduled pay periods. Below are the summer deduction pay periods for Academic Year 2008-2009

1. 08/29/08 – Deduction Free
2. 9/12/08
3. 9/26/08
4. 10/10/08
5. 10/24/08
6. 11/07/08
7. 11/21/08
8. 12/05/08
9. 12/19/08
10. 01/02/09
11. 01/16/09
12. 01/30/09 – Deduction Free
13. 02/13/09
14. 02/27/09
15. 03/13/09
16. 03/27/09
17. 04/10/09
18. 04/24/09
19. 05/08/09
20. 05/22/09

Please assure that this information is communicated to your 9 Month/20 Pay Faculty. Deductions for group medical and life are made from the above 18 pays and are applied to cover premiums for the months of July, August and September.

Reminder: Refer to Memos 2008-33 and 2008-34 for information on the completion of summer deductions for the current Academic Year 2007-2008.