

# WELCOME BACK! ALL EMPLOYEES

SPECIAL REMINDERS FROM PAYROLL & BENEFITS



**EMPLOYEES RETURNING BETWEEN 7/24-8/6/2021 WILL RECEIVE  
THEIR FIRST PAY CHECK ON 8/13/2021**

- **CHECK YOUR PAY STUB REGULARLY ON FOCUS EMPLOYEE SELF SERV:**
  - ✓ **ONLINE THROUGH DISTRICT WEBSITE-FOCUS PORTAL**
  - ✓ **VERIFY SALARY & BENEFIT DEDUCTIONS**
- **VIEW LEAVE HISTORY-Balances, history, pending absences**
- **DID YOUR DIRECT DEPOSIT CHANGE over SUMMER BREAK?**
  - ✓ **UPDATE IMMEDIATELY through FOCUS ESS!**
- **DID YOUR ADDRESS CHANGE over SUMMER BREAK?**
  - ✓ **UPDATE IMMEDIATELY through FOCUS ESS!**
- **WHEN DO YOU GET PAID?**
  - ✓ **THE PAY DATE SCHEDULE FOR THE YEAR IS ON THE PAYROLL WEBPAGE (SEE BELOW)**
- **DON'T HESITATE TO CONTACT US IF YOU NEED HELP!**
  - ✓ **PAYROLL – 772-564-3194/ 772-564-3181/772-564-3023/772-564-3068**
  - ✓ **BENEFITS – 772-564-3175**
  - ✓ **PAYROLL WEBPAGE: [ww.indianriverschools.org/departments/payroll](http://ww.indianriverschools.org/departments/payroll)**