



SOURCES OF INFORMATION

PAYROLL WEBSITE:

WWW.INDIANRIVERSCHOOLS.ORG/DEPARTMENTS/PAYROLL

Pay Date Schedules

Work Calendars

Leave Accrual Schedules

Tax Information

Forms

Links to Outside Agencies

Payroll Contact Information

FOCUS EMPLOYEE SELF SERVICE:

BE SURE TO CLAIM YOUR FOCUS ACCOUNT

View your salary information

- DIRECT SALARY QUESTIONS TO HR

Leave Balances & History

Pay Stubs & W2 Forms

Electronically submit changes for

- Direct Deposit
- Name, Address & Contact Information
- Selected sites using Electronic Leave Requests check with school secretary