What You Need To Know About First Day Pay

When is it too late to apply?
We realize that at the beginning of the school year, a lot of teachers are hired at the last minute or even after the start of the school year, so we allow new teachers to apply for first day pay once they are hired.

For example, if a teacher is hired in October, they can submit the request for first day pay and they can receive a pro-rated payment. In pro-rating the payment, we calculate the number of months they will be employed for the school year and multiply that by the monthly amount of $120.00 ($1,200.00 divided by 10 months). In the example of someone who will be receiving their first payroll check in October, they would be eligible to receive 8/10 of the $1,200.00 amount or $960.00. If their first payroll check is received in December, then they would be eligible to receive 6/10 of the $1,200.00 amount or $720.00.

Last year, we even made this available to teachers that were hired no later than the beginning of the second semester. In their case, their first payroll check was February and we allowed them to receive 4/10 of the $1,200.00 amount or $480.00.

What is the process for applying for the new teachers who did not attend orientation?
We have a supply of forms in the Payroll Department. In addition, the Benefits Office has a supply of these forms so they can be completed when they are filling out their other forms and we also have a supply of forms in the Staffing Office. I can also send forms to the school in courier if none of these other options are convenient for the employee.

Who should they contact?
If they have a completed file in Personnel and have submitted the request for First Day Pay but have not received their check, they should contact the Payroll Department. The breakdown of the schools by Payroll Specialist is as follows:

Alamance – Bluford	Dianne Burr	370-8344
Brightwood – Falkener	Kaye Peeples	370-8959
Ferndale – High Point Central	Alicia Hendren	370-8990
Hunter – McIver	Sherry Hayes	370-8239
Eastern Middle – Page	Betty Brann	370-8238
Parkview – Southern High	Linda Fisher	370-8367
Southwest Elem – Wiley	Kathy Barrino	370-8345

If they have questions about their file, they should contact the Staffing Office.

Reminders:

- The form must be notarized.
- We have people in the Payroll, Benefits, and Staffing Offices that are notaries
- At the beginning of the school year, the Payroll Department will be writing a miscellaneous payroll each day, and will continue to do so until the majority of these requests have been processed. Payroll checks will be issued within 1 working day from the time the form has been received and approved for payment by the Personnel Department.