



April 1, 2020

Payroll continues to be processed on its normal schedule of the 5<sup>th</sup> and 20<sup>th</sup> of each month. If either of those dates fall on a weekend, such as April 5<sup>th</sup>, then the preceding Friday (in this case, April 3<sup>rd</sup>) will be the date of payroll. Due to the unusual and constantly changing situation caused by the COVID-19 virus, we will be making the following change for the release of paychecks.

Our next payday is Friday, April 3<sup>rd</sup>. In order to practice safe social distancing, **ALL** paychecks and direct deposit remittances will be mailed. There will be no pickup of paychecks or direct deposit remittances until further notice.

If you are one of the few employees who still receives a physical paycheck, we strongly encourage you to switch to direct deposit, particularly since we have to physically print those current paychecks. And, if Vicki or I are forced to work remotely due to the illness, paper paychecks can not be guaranteed. Payroll for direct deposit can be processed remotely with no need to physically print anything at that time. Vicki Hammer at [vhammer@k12.wv.us](mailto:vhammer@k12.wv.us) can provide additional information if you need it.

Also, as a reminder to all employees, particularly those who still receive a paper direct deposit remittance, check out the WVEIS Employee Self-Serve portal located on our county website. This can allow you to sign into your employee records and check your payroll information without physically receiving a direct deposit remittance in the mail. If this works for you, you can inform Vicki that you no longer wish to receive a paper remittance and just check your information electronically, saving us paper and postage from mailing all of the remittances and saving you from having to physically touch these remittances after they have been processed in the mail.

Below is the link which also contains instructions.

<https://www.pendletoncountyschools.com/admin-staff>

We will follow up with a specific memo regarding timesheet requirements during this period of school closure.

Attached is a document containing frequently asked questions regarding personnel and payroll.

Please contact Vicki Hammer at [vhammer@k12.wv.us](mailto:vhammer@k12.wv.us) or me at [jmowery@k12.wv.us](mailto:jmowery@k12.wv.us) if you have any additional questions during this time. We are out of the office and working remotely on some days, but we are checking email every day.

We hope all are staying as safe and healthy as possible during this difficult time.

J. P.

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