

Check Your Pay Stub

It is your responsibility to check your pay stub for errors. Your name should be listed exactly as it appears on your Social Security card. In the event of a name change you must submit a photocopy of your new Social Security card. If your address is not correct you must notify the Payroll Office of the change in writing.

Make sure that you look at the amounts withheld for Federal Tax (FIT) and State Tax (SIT). If not, you may realize when you receive your W2 that too little tax has been deducted. The tax tables are in the computer and taxes are automatically calculated based on what you are claiming and what you are earning. You can submit a new form W4 (federal) or a new form G4 (state) at any time during the year and as many times as you wish in order to have the correct amount withheld. The Payroll Office cannot advise you on your taxes.

Replacement W2's

New copies of lost W2's are available in the Payroll Office for a replacement fee of \$10.

Early Release of Checks/Direct Deposits/Lost Checks

There will be no early release of checks.

Direct deposit is available to each employee and should be considered in anticipation of Payday absences. It is a safe, reliable and convenient way to receive your pay. We can accommodate deposits to more than one account and/or bank. Please see the Direct Deposit Authorization form for information regarding pre-notes on new direct deposits.

Checks that are mailed will not be considered lost until after ten working days from the date of mailing and cannot be replaced until that time. Other lost checks will not be replaced until verification that they have not cleared is received from our bank.

If You Have Questions

Most questions concerning your check should be submitted in writing or by email. Please be sure to include your Employee Number or Social Security Number on all correspondence.

For paycheck information contact Wanda Pentecost, (770) 867-4527 extension 216 or email wanda.pentecost@barrow.k12.ga.us

For travel reimbursement information contact Judy Robert, (770) 867-4527 extension 214 or email jroberts@barrow.k12.ga.us

For questions concerning insurance or annuities and for questions concerning FMLA contact Kaila Harkins, (770) 867-4527 extension 228 or email kaila.harkins@barrow.k12.ga.us

For other questions concerning leave contact the person responsible for leave reporting at your location.