



# Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388  
Karen Sakata, Superintendent of Schools

## PAYROLL INFORMATION

### Contacting Payroll

You can contact payroll by phone or e-mail. If you are e-mailing us or leaving a voicemail please be sure to leave us your full name, ID number if known and/or site at which you work, phone number, the best time to reach you, and the issue about which you are calling. This way we may be able to have looked up information to help you prior to returning your call. As we may be working under payroll deadlines, it is often easiest for us to respond if you contact us in these ways prior to dropping by. If you don't feel that we can properly address your issue by phone or e-mail we would ask that you please contact your Payroll Specialist to set up an appointment to meet with them so that we can ensure that we are here when you stop by.

### Paychecks

Pay day is the last business day of the month. We highly recommend electing to receive your payroll via direct deposit if you can. This is the fastest way to receive your payroll. If delivery choice is by mail, your paycheck will be mailed to the address currently in our system on the day before pay day. In person check pick-up is not available. Direct Deposit advice slips are also mailed the day before pay day unless you have chosen to receive them electronically only (contact your HR Technician to set-up e-mail delivery of your pay stub).

In rare cases a check is lost in the mail. In the event that you do not receive your paycheck by the **fourth** business day after pay day, please contact Payroll so that we can initiate the process for a replacement check. You will need to come in and complete an Affidavit in order that we can stop payment on the original check before we can process a replacement check. We expedite this as much as possible and will keep you posted on the timeline for the replacement check.

Timesheet pay through the 15<sup>th</sup> of the month, and turned in by the 15<sup>th</sup> will be paid on that month's payroll.

### Direct Deposit

Direct deposit forms are available on the Staff web site under HR Forms. Along with the form, you will need to provide a voided check or a form with your name, routing number, and account number from your banking institution. Please be sure to sign your direct deposit authorization form and return to us by mail or in person as we need an original signature for authorization. If properly completed forms are received by the 10<sup>th</sup> of the month, a \$0.00 test transaction will be run on the next monthly payroll to verify that your banking information is correct. You will still receive a check in the mail that month. As long as there are no problems with the test transaction your direct deposit payroll will begin the following month. Please remember to submit a new direct deposit form if your account has changed. If Payroll is not notified of banking closures, we will have to wait for the funds to be returned to our bank prior to issuing a replacement check, a time-consuming process which delays you from receiving your pay.

### Payroll Contacts (by employee last name)

A-L	Josephine Capistrano, Payroll Specialist	925-942-3399	<a href="mailto:jcapistrano@cccoe.k12.ca.us">jcapistrano@cccoe.k12.ca.us</a>
M-Z	Ted Pang, Payroll Specialist	925-942-3416	<a href="mailto:vpang@cccoe.k12.ca.us">vpang@cccoe.k12.ca.us</a>
	Anne Wells, Manager	925-942-3424	<a href="mailto:awells@cccoe.k12.ca.us">awells@cccoe.k12.ca.us</a>