

Monthly Paid Employees

Monthly paid employees include teachers, administrators, school and central office support staff, instructional assistants, public health attendants and assistants, and technical staff.

Monthly-paid employees are paid "current month" for regular duties and pay day is the last business day of the month. For example, a one month pay period beginning on November 1 and concluding on November 30, is paid on the last business day of November. *Please be aware that the last business day of the month may not be the same as the last school day in the month.* The only exception to this schedule is in December when the payday is the last school day prior to the winter holiday.

Pay for any additional duty positions/jobs such as curriculum development, test proctoring, etc. are paid one month in arrears and in a separate payment. For example, if you worked additional duties during the month of September, your time sheet is due October 1 and your pay will be received on the last business day in October.

Monthly paid employees are defaulted into the electronic pay advice program and will be emailed their pay advice 3 days prior to payday.

[Your Pay](#)

[Receiving Pay During Non-Contract Months](#)

[Paycheck Modeling](#)

[Contact Us](#)

Your Pay

Monthly paid employees are paid **gross wages** in equal amounts over the length of their contract/work year.

- 10 month employees are paid from September through June in equal installments of 1/10th of their contracted salary and have all benefits and other deductions taken over 10 months.
- 11 month employees are paid from August through June in equal installments of 1/11th of their contracted salary and have all benefits and other deductions taken over 10 months.
- 12 month employees are paid from July through June in equal installments of 1/12th of their contracted salary and have all benefits and other deductions taken over 10 months.

Retirement deductions and contributions to tax deferred accounts are taken from all regular pay, including July and August.

Monthly paid employees are not required to complete time sheets for regular hours worked but must submit a leave slip to the work locations for annual, personal and/or sick leave used.

Monthly paid employees generally must complete time sheets or other paperwork for additional duty positions/jobs in order to receive pay for such work.

Work weeks, pay period end dates, pay dates, and other deadlines can be found in [Notice 5620](#) - Pay Schedules. [\[Top\]](#)

Receiving Pay During Non-Contract Months

Employees who do not work 12 months of the year, but are interested in receiving money during the non-working months, can do either of the following:

1. You may transfer funds via direct deposit to a "Savings Plan" of your choice.

You can designate a flat dollar amount to be withheld from each regular payment and transferred to a financial institution of your choosing. This allows you to earn interest on your money and save for your own summer pay. You withdraw your money when you need it. This savings plan option is available in addition to the current options to have a flat amount direct deposited to the Apple Federal Credit Union and your net pay direct deposited to your primary bank account.

2. Apple FCU has introduced a new summer pay program, open to all FCPS employees, to set aside money from their pay during the school year to be paid in the summer months.

The program can be used as a replacement for the FCPS summer fund program. For more information, call Apple FCU at 703-788-4800 or visit Apple FCU online at www.AppleFCU.org/SummerPay. [\[Top\]](#)

Paycheck Modeling

To model the impact of additional deductions, a change in your tax status, or an increase in pay, use our [Paycheck Modeling tool](#). You will need to have a current pay stub handy to complete the requested information. If you do not have a pay stub,

Payroll Links

[Accessing FCPS E-Mail and UConnect](#) 

[Pay Period Schedules](#)

[Paycheck Modeling Tool](#)

[Payroll Directives](#)

[Payroll Directory](#)

[Payroll Forms](#)

[Summer Fund FAQs](#)

Department of Human Resources Links

[Benefits](#)

[Fair Labor Standards Act \(FLSA\)](#)

[Leave Programs](#)

[Salary Links](#)

[Verification of Employment](#)

Access Your Personal Information

[UConnect](#)

Contact Us:

Melissa Russell, Director
Melissa.Russell@fcps.edu

Tori Escott, Administrative Assistant
Tori.Escott@fcps.edu

Questions? E-Mail Payroll.Help@fcps.edu

[Gatehouse Administration Center](#)
8115 Gatehouse Road, Suite 2200
Falls Church, VA 22042
571-423-3500

Webpage Curator

Melissa Russell
Melissa.Russell@fcps.edu

Last Updated

December 11, 2014

you may obtain one through [UConnect](#).
[\[Top\]](#)

Contact Us

If you have general questions about monthly pay, contact the Human Resources Client Service Center at 571-423-3000.
For questions specific to your circumstance, contact the appropriate payroll representative listed in the [Payroll Directory](#).
[\[Top\]](#)