

CARRIZO SPRINGS
CONSOLIDATED INDEPENDENT SCHOOL DISTRICT



Memo

To: All District Employees

From: Jesse Muniz, Exec. Director for Financial Services, RTSBA *JM*

CC: Michael Urriegas, Exec. Director for Human Resources & Student Services
Mori Martinez, Payroll Clerk

Date: March 20, 2020

Re: Pay Schedule

We wish to remind everyone that Payroll will be processed as regularly scheduled. A copy of the payroll schedule may be viewed on the District's webpage (2019-2020 Semi-Monthly Payroll Schedule). **Please be aware that employees not on direct deposit will receive their checks via regular U.S. mail.** Changes to the Payroll Schedule may only be authorized by the Superintendent.

We acknowledge this is a difficult time for all and thank you for your understanding and efforts to pull together through the COV19.