



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 at times 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. Your paycheck will be mailed to the address currently in our system unless you choose Direct Deposit. Paychecks are mailed the day before pay day. In person check pick-up is not an option. Direct Deposit receipts are also mailed the day before pay day unless you have chosen to receive them electronically only.

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 keep you posted on the timeline for the replacement check.

Timesheet pay through the 15th of the month, and turned in by the 15th 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. If properly completed forms are received by the 10th of the month, a "pre-note" or \$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	jcapistrano@cccoe.k12.ca.us
M-Z	Ted Pang, Payroll Specialist	925-942-3416	vpang@cccoe.k12.ca.us
	Anne Wells, Lead Accounting & Payroll	925-942-3430	awells@cccoe.k12.ca.us