

CHICAGO PUBLIC SCHOOLS | CPS

Department of Human Resources-Payroll Services 125 South Clark Chicago, Illinois 60603 Email PayrollServices@cps.k12.il.us

To: Employees on Deferred Pay

From: Human Resources Payroll Services

Date: July 3, 2009

Re: Defer pay during the summer 2009

Employees on Deferred Pay Plan (excluding 60/20 employees)

In an effort to improve the consistency of deferred pay during the summer, Payroll Services is pleased to announce an improved deferred pay summer calculation payout for 2009. For all ten month employees (excluding 60/20 employees) a new calculation method will be used to pay out deferred during the summer months.

The new method calculates the appropriate pro-rated amount. The calculation is as follows:

Deferred balance at the end of the prior pay period	Divided by # of days remaining in the summer period	= Daily Summer Defer Rate (DSDR)	Multiplied by the number of deferred days being paid out in the payroll period.
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Example: The amounts in column "a" are specific to each employee based on the amount withheld over the course of 2008-2009 school year.

(A) Deferred balance at the end of the prior pay period	(B) Divided by # of days	(C) A/B = Daily Summer Defer Rate (DSDR)	Pay Period	Pay End Date	(D) # of Day Paid	C X D = Gross Multiplied by the number of deferred days being paid out in the payroll period by DSDR
\$11,898.17	57	\$208.74	13	6/20/2009	5	\$1,043.70
\$10,854.47	52	\$208.74	14	7/3/2009	10	\$2,087.40
\$8,767.07	42	\$208.74	15	7/18/2008	10	\$2,087.40
\$6,679.67	32	\$208.74	16	8/1/2009	10	\$2,087.40
\$4,592.28	22	\$208.74	17	8/15/2009	10	\$2,087.40
\$2,504.88	12	\$208.74	18	8/29/2009	10	\$2,087.40
\$ 417.48	2	\$208.74	19	9/12/2009	2	\$417.48

****Defer balance at the end of PP 19 should then be zero, if for any reason there is a balance, a lump sum payment will be paid to the employee on the following payroll.***

A personal calculator has been posted which will enable employees to calculate each pay periods gross pay over the summer (<http://cps-humanresources.org/>).

For your convenience, below is listed each group and the number of deferred days being paid over the summer period.

Group	Weeks	(B) Days on Defer Pay	Defer Cycle Begins	Deferred Pay Cycle Begin Date
02T	42.6	37	Pay Period 15	7/11/2009
01E, 01T	38.6	57	Pay Period 13	6/13/2009
04E, 04T	46.6	17	Pay Period 17	8/8/2009
09E	Lunchroom Managers	57	Pay Period 14	6/13/2009
18T	42.6	37	Pay Period 14	6/27/2009
19T	42.6	37	Pay Period 14	6/25/2009
20T	42.6	37	Pay Period 13	6/13/2009
21T	42.6	37	Pay Period 14	6/20/2009

Teachers and Lunchroom Managers Converting to Track E

Deferred Pay:

The transition process for defer payout has changed from prior years. Payroll Services will pay deferred salary from the accumulated bank (earned 2008-2009 school year) to employees from June 15 - August 1, 2009 following the schedule above. Any remaining funds as of August 1, 2009 will be paid out in lump sum.

Employees who are moving from traditional calendar to track E are subject to deferred pay deductions. Employees will begin earning the 2009-2010 salary as of August 2, 2009. Amounts withheld for deferred pay will be paid out during intersession periods through August of 2010. Employees who transfer out of track during the school year should contact Payroll Services to review deferred pay balance.

If you have any questions please email payrollservices@cps.k12.il.us or call 773-553-4729 and press Option 1.