

New Teacher Payroll Information

- 26 Pays a year
- September 5, 2012 is first pay of the 2012-2013 school year
- Payday is every other Wednesday
- Check Stubs delivered to work location during school year
- Check stubs mailed to home address during summer months
- Update address if you move during school year or the summer
- All payroll forms available on www.aacps.org - Click on Human Resources scroll to bottom FORMS
- Direct Deposit is required for all employees of Anne Arundel County Public Schools
- As a Unit 1 Employee, you must initial the time sheet every day and use appropriate leave code when out
- Your leave is given up front to you at the start of the school year.

Important phone numbers for payroll questions and concerns

| Your Work Location | Payroll Clerk | Phone Number | E-Mail |
|--------------------------------------|-----------------------------|------------------------------|--|
| High Schools | Kate Shaw | 410-222-5218 | kashaw@aacps.org |
| Middle Schools | Lakersha Brown | 410-222-5220 | lbrown4@aacps.org |
| Elementary Schools North & East | Stephanie Nelson | 410-222-5214 | snelson@aacps.org |
| Elementary South & West | Rob Peterson | 410-222-5216 | rpeterson@aacps.org |
| Central Office & Satellite Locations | Carole Parks Kera Holley | 410-222-5213 410-222-5215 | lbrown4@aacps.org kholley@aacps.org |
| Payroll Fax Number | | 410-222-5610 | |