<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension Plans</td>
<td>45</td>
</tr>
<tr>
<td>Reference Information</td>
<td>46</td>
</tr>
<tr>
<td>Review Personal KRONOS Web Timecard</td>
<td>46</td>
</tr>
<tr>
<td>2015 Payroll Schedule</td>
<td>47</td>
</tr>
<tr>
<td>Contact Information</td>
<td>48</td>
</tr>
</tbody>
</table>
Payroll Services Department

The Chicago Public Schools (CPS) Payroll Services Department (PSD) is a team of dedicated and highly trained payroll professionals; committed to providing all CPS employees with state of the art payroll services.

In every facet of the PSD initiative, the CPS employees’ wellbeing is foremost. PSD works to ensure payroll information is secure, accurate, updated, and easily accessible. Steps have been taken to make certain CPS employees’ have interactive control over their own payroll processes and records. PSD strives to provide the best customer service, always mindful of the respect and empathy all employees are entitled to receive. We are also open to input and feedback in our daily quest to do the best job we can for CPS and its employees.

PSD has adopted the HEART Model which encourages PSD representatives to apply five fundamental principles to their daily efforts.

The HEART Model

- Hear & understand
- Expect the best
- Act with integrity
- Respect diversity
- Transcend yourself
General Payroll Information

Email Communication
Chicago Public Schools (CPS) utilizes email as the preferred method of communication. The value is prompt messaging with immediate results and quick response times. Email provides measurable results, saves time, and allows messages to be personalized. Email communications are often more effective than printed direct mail since recipients can click on a link and go straight to the sender’s message, or visit a Website.

All CPS employees are given access to an email account through Google@cps. The CPS email system can be accessed remotely via https://gsso.cps.edu

To verify which email account you have or if you have forgotten your username or password:
View https://password.cps.k12.il.us/Documents/PASSWORDHELP.pdf for details on how to navigate the site. After resetting your password at the Password Management Site, your username will be displayed on the last screen.

CPS Payroll News
Stay up to date with all Payroll news by periodically checking the HR4U | My Pay web page (hr4u.cps.edu). There you will find updated payroll news. To access this portal you must have a CPS Network ID.

Network Access
Upon staffing, a username is provided for each employee. For additional CPS network applications that require elevated security access, unit coordinators will request access to the appropriate CPS department and any other relevant system applications on behalf of new employee.

Many applications are hosted inside the CPS firewall; therefore, in order to use these applications outside of the CPS network, users must connect through Remote Access. The Website address to connect to Remote Access is http://connect.cps.edu.

Help Desk
The 3-EXCL service desk is responsible for helping you with all of your technology issues, including: setting up programs, network problems and resetting web site passwords. They can be reached by telephone at 773-553-3925.

Employee Self-Service Portal
Once an employee is given network access, the employee automatically receives access to the HR4U (hr4u.cps.edu) portal, which is the doorway to Employee Self-Service. Employee Self-Service is designed to empower employees to update and view their personal information, review their paychecks, update their direct deposit information, print pay stubs, and view access to KRONOS (which shows the employee’s timecard).

Access to the HR4U Portal: To access the HR4U portal, simply use your network log-on (NETID) and password.
How do I use Employee Self-Service to update my information?

Employees are empowered to perform a number of tasks using the Employee Self-Service portal:

1. To update personal information, view a paycheck, request a copy of a W-2, and much more, employees should access the HR4U portal at hr4u.cps.edu:
2. Navigate to and click the **Self Service** link:

![Self Service link](image)

**Welcome to HR4U**

2nd Quarter Wellness - April to June
3. You will be presented with your personal profile. Select “Employee Self Service”. From here, employees can manage Benefits, Payroll and Personal Information.

4. By clicking the **Benefits** link (shown above), the employee can view their benefits selections, add or update Dependents and Beneficiaries, view a Benefits Summary, add a birth or adoptions, view 403(b)/457 information, and much more:

To return to Employee Self Service, select the Employee Self Service option from the left navigation toolset.

5. The Payroll and Compensation section allows employees to **View Paycheck**, update/change **Voluntary Deductions**, change/update **Direct Deposit** information, change/update Federal **W-4 Tax Information** and request a reissue of their **W-2**.
To return to Employee Self Service, select the Employee Self Service option from the top navigation toolset.

6. The **Personal Information** link allows employees to update their respective personnel record.

To return to Employee Self Service, select the Employee Self Service option from the top navigation toolset.
**Payroll View/Print Pay Statement Job Aid**

How do I get there?
Step 1: Go to HR4U.cps.edu.
Step 2: Scroll down on HR4U to the Payroll Section.
Step 3: Click on the View/Print Paycheck link.
Step 4: Sign in using your CPS username and password.

How do I open up a check?
Step 1: Click on the View Paycheck link for the check you would like to view.

What do I do if my check does not appear after I click the link?
Step 1: After selecting your check, click the Red ‘x’ in the top right corner of the screen.
Step 2: Select “Always allow pop-ups from...” and click Done.
Step 3: Go back and select the View Paycheck link again.

How do I print my pay statement?
Step 1: To Print, press the Ctrl and P buttons at the same time.
Step 2: Choose the printer you wish to print from and Print.
Step 3: Close out the browser tab.

How do I go back and view another check?
Step 1: Click original “View Paycheck” tab.

What if I see more than one page?
Example of Page 1
Example of Page 2

I only see some of my checks, how do I find the others?

View 100 checks at a single time.

Browse through each check from first to last.
How do I get there?
Step 1: Go to HR4U.cps.edu.
Step 2: Scroll down on HR4U to the Payroll Section.
Step 3: Click on the View/Print Paycheck link.
Step 4: Sign in using your CPS username and password.
How do I open up a check?
Step 1: Click on the View Paycheck link for the check you would like to view.

Note: Check Dates starting 04/03/2015 and beyond may be viewed and printed in the PDF format. Check Dates prior to 04/03/2015 can only be viewed and printed in the screen format.

What do I do if my check does not appear after I click the link?

If this happens, it may be due to pop up blockers being on. If you are viewing your paycheck in pdf form, the check you selected will open up in a new page. Because of this, you will need to allow for pop ups on this page.

Below are the steps to disable pop up blockers.
Step 1: After selecting your check, click the Red ‘x’ in the top right corner of the screen.

![Click the red 'x' icon](image)

Step 2: Select “Always allow pop-ups from...” and click Done.

![Always allow pop-ups from](image)
How do I print my pay statement?

Below is an image of the new pay statement format.
If you wish to print this pay statement, here are the steps.

Step 1: To Print, press the Ctrl and P buttons at the same time.

Step 2: Choose the printer you wish to print from and Print.

Step 3: Close out the browser tab.

When you are done viewing and printing, make sure to close out the tab that your check shows up in.

To do that click the ‘x’ on the tab.
How do I go back and view another check?

Because your check opened up in a new window, you need to go back to the original “View Paycheck” tab.

Step 1: Click original “View Paycheck” tab.

By clicking the original tab, you will be brought back to the list of checks.
### What if I see more than one page?

If an employee has distinct earning codes exceeding 13 in a given calendar year, they will have an additional page in their pay statement.

### Example of Page 1

The first 13 earning rows will appear on page 1 while the additional earnings detail and totals for earnings will be on a second page. Note: “Continued on Next Page” at the bottom of the Hours and Earnings box means that there is a second page.

---

#### Payroll Services Handbook

**Employee:**
- **First Name:** Jane
- **Last Name:** Smith
- **Address:** 322 S. Clark
- **City:** Chicago, IL 60603

**Employer:**
- **Company:** Chicago Public Schools
- **Location:** CPS High School
- **Job Title:** Regular Teacher
- **Pay Rate:** 1.02
- **Pay Group:** 81T-Teacher 39.00 week position R

**Pay Run Details:**
- **Pay Run ID:** TE20141001
- **Pay Run Date:** 09/10/2014
- **Pay End Date:** 10/01/2014
- **Check Date:** 10/14/2014

**TAX DATA:**
- **Marital Status:** Single
- **Federal Allowance:** 0
- **State Allowance:** 0

**HOURS AND EARNINGS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Hours</th>
<th>Hours</th>
<th>YTD</th>
<th>Hours</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Earnings</td>
<td>61.35</td>
<td>62.50</td>
<td>598.25</td>
<td>598.25</td>
<td>3,548.80</td>
<td>3,548.80</td>
<td>598.25</td>
</tr>
<tr>
<td>Extra Hours</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>61.35</td>
<td>62.50</td>
<td>598.25</td>
<td>598.25</td>
<td>3,548.80</td>
<td>3,548.80</td>
<td>598.25</td>
</tr>
</tbody>
</table>

**TAXES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current YTD</th>
<th>Description</th>
<th>Current YTD</th>
<th>Description</th>
<th>Current YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Withholding</td>
<td>54.32</td>
<td>State Withholding</td>
<td>175.95</td>
<td>Illinois Withholding</td>
<td>3,870.88</td>
</tr>
<tr>
<td>Social Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** 3,548.80

**CONTINUED ON NEXT PAGE**

---

**LEAVE BALANCES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Accrued Days</th>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>10.00</td>
<td>Checking</td>
<td>2,536.96</td>
</tr>
<tr>
<td>Vacation</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religious Days</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick CTU</td>
<td>2.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Grandfather</td>
<td>28.66</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** 2,536.96
Example of Page 2

Note that the “Hours and Earnings” box and the “Total” are on the bottom of this page.
I only see some of my checks, how do I find the others?

The main “View Paycheck” page defaults to only show a few checks at a time.

To find the check you are looking for you can use the navigation tools shown below.

View 100 checks at a single time.

Browse through each check from first to last.
Enroll In/Edit Direct Deposit

Add A New Account

1. You will need your bank routing number and account number. Below is a sample check that shows where you can find these numbers. **NOTE: DO NOT use deposit slips to obtain these numbers as some banking institutions do not display the actual routing number on those slips.**

![Sample Check Image]

2. Funds that are sent to incorrect bank accounts due to entry error are generally returned by banking institutions within 5 business days. It is therefore important for employees to ensure their entries are correct to avoid delay in receiving their pay.

3. Employees can add additional bank accounts for payroll distribution. Each direct deposit can be stated as a percent of net pay, a dollar amount, or as a balance of net pay.

**Example 1:** Suppose that an employee wants their entire net pay deposited into their primary account:

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ACCOUNT TYPE</th>
<th>DEPOSIT TYPE</th>
<th>AMOUNT OR PERCENT</th>
<th>DEPOSIT ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Pay to Primary Account</td>
<td>Savings or Checking</td>
<td>Balance of Net Pay</td>
<td>Leave Blank</td>
<td>2</td>
</tr>
</tbody>
</table>

**Example 2:** Suppose that an employee wants $100 deposited to a savings account and the remaining net pay deposited to a checking account. To do this, you set up two rows of distribution data:

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ACCOUNT TYPE</th>
<th>DEPOSIT TYPE</th>
<th>AMOUNT OR PERCENT</th>
<th>DEPOSIT ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 to Secondary Account</td>
<td>Saving or Checking</td>
<td>Amount</td>
<td>$100</td>
<td>1</td>
</tr>
<tr>
<td>Deposit Remainder to Primary Account</td>
<td>Saving or Checking</td>
<td>Balance of Net Pay</td>
<td>Leave Blank</td>
<td>2</td>
</tr>
</tbody>
</table>
Example 3: Suppose that an employee wants 20% deposited to a savings account and the remaining net pay deposited to a checking account. To do this, you set up two rows of distribution data:

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ACCOUNT TYPE</th>
<th>DEPOSIT TYPE</th>
<th>AMOUNT OR PERCENT</th>
<th>DEPOSIT ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% to Secondary Account</td>
<td>Saving or Checking</td>
<td>Percent</td>
<td>20%</td>
<td>1</td>
</tr>
<tr>
<td>Deposit Remainder to Primary Account</td>
<td>Saving or Checking</td>
<td>Balance of Net Pay</td>
<td>Leave Blank</td>
<td>2</td>
</tr>
</tbody>
</table>

*Please note that only one save can be made per day.

1) Sign into HR4U
   
   http://cps.edu/Pages/HR4u.aspx

2) Choose the “My Pay” tab
3) On the left hand side of the page choose “Helpful Links”

4) Choose “Change My Direct Deposit”

5) Click to “enroll in/edit Direct Deposit information”

6) Review, add or update your information:

**Add a new bank account**

1) Choose “Add Account”
2) Enter the routing and account number

3) Choose “Account Type”: Checking or Savings

4) Choose “Deposit Type”.

Specific dollar Amount
Specific Percent
Balance of Net Pay

*Direct deposit can be split into multiple accounts. “Amount” or “Percent” need to be chosen if there are more than one account
“Balance of Net Pay” is chosen if there is only one account.
<table>
<thead>
<tr>
<th>Distribution Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>*Account Type</td>
</tr>
<tr>
<td>*Deposit Type</td>
</tr>
<tr>
<td>Amount or Percent</td>
</tr>
<tr>
<td>*Deposit Order</td>
</tr>
</tbody>
</table>

5) Choose the “Deposit Order”

6) Verify all information is correct. Choose “Submit”

<table>
<thead>
<tr>
<th>Distribution Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>*Account Type</td>
</tr>
<tr>
<td>*Deposit Type</td>
</tr>
<tr>
<td>Amount or Percent</td>
</tr>
<tr>
<td>*Deposit Order</td>
</tr>
</tbody>
</table>

7) You will receive a “Submit Confirmation”

Direct Deposit
Submit Confirmation

- The Submit was successful.
- However, due to timing, your change may not be reflected on the next paycheck.

OK
Change Federal W4

1) Sign into HR4U

http://cps.edu/Pages/HR4u.aspx

2) Choose the My Pay tab

3) On the left hand side of the page choose Helpful Links

4) Choose “Change My Federal Tax Withholding”

5) Click to “update W-4 tax information/federal income tax withholding information”
Federal W-4 Tax Information

[Board of Ed City of Chicago]

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. You may access the Personal Allowances Worksheet at the link below to help determine appropriate allowances.

Federal W4 Instructions

Home Address

W-4 Tax Data

Federal Tax Withholding Allowances

Federal Tax Withholding Additional Amount:

Indicate Marital Status: □ Single □ Married

□ Married File Single
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Claim Exemption

Both of the following conditions for exemption:

□ Last year I had a refund of all Federal income tax withheld because I had NO tax liability; AND

□ This year I expect a refund of all Federal income tax withheld because I expect to have NO tax liability.

☐ Special Federal Tax Withholding Status Exemption

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

Select if Applicable

Click to submit changes

Return to Payroll and Compensation
Change Illinois W4

1) Sign into HR4U

http://cps.edu/Pages/HR4u.aspx

2) Choose the My Pay tab

3) On the left hand side of the page choose Helpful Links

4) Choose “Change My Illinois W-4 Tax Withholding”

5) Click to update your “IL-W-4 tax information”
IL-W-4 Tax Information

Board of Ed City of Chicago

You must file Form IL-W-4 when Illinois Income Tax is required to be withheld from compensation that you receive as an employee. If the number of your previously claimed allowances decreases, you must file a new Form IL-W-4 within 10 days. However, the death of a spouse or a dependent does not affect your withholding allowances until the next year. You may access the Personal Allowances Worksheet at the link below to help determine appropriate allowances:

IL W4 State Instructions

Home Address

IL-W-4 State Tax Data
Withholding Allowances
Additional Allowances
Additional Amount withheld from each pay

Claim Exemption
Current Year 2014 and I certify that I meet

BOTH of the following conditions for exemption:
>> Last year I had a right to a refund of ALL State income tax withheld because I had NO tax liability; AND
>> This year I expect a refund of ALL State income tax withheld because I expect to have NO tax liability.

Special Tax Status Exemption

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Return to Payroll and Compensation
Electronic W2 Consent

1) Sign into HR4U

http://cps.edu/Pages/HR4u.aspx

2) Choose the My Pay tab

3) On the left hand side of the page choose Helpful Links

4) Choose Access Online W-2 Access/Enroll in Electronic W-2s
5) Click to consent for “W-2 Access/Enroll in Electronic W-2s”

Access online W-2 access/Enroll in electronic W-2
Access online W-2 access/Enroll in electronic W-2
Click to consent for W-2 Access/Enroll in Electronic W-2s using Employee Self-Service. For instructions to consent for W-2 forms online, click this [link].

6) Choose “Proceed to W-2 Online Access”

7) Choose “Consent to receive your tax form online”

Tax Form Options:
- Consent to receive your tax form online
- Get your 2014 W-2 Form
- W-2 Reissue

8) Enter the Consent Code. Choose, “Click here for your consent code”, to receive it.

* Consent Code: [ ] Click here for your consent code

Email Address:

9) Choose “Consent”
10) You will receive the confirmation, “Thank You for Your Consent”.

**Thank You For Your Consent**

You have successfully consented to receive your W-2 form electronically. You will receive an email shortly with the subject line "W-2 Recipient Consent & Disclosure Notice".
Online W-2 Access

1) Sign into HR4U

http://cps.edu/Pages/HR4u.aspx

2) Choose the My Pay tab

3) On the left hand side of the page choose Helpful Links

4) Choose Access Online W-2 Access/Enroll in Electronic W-2s

5) Click to consent for “W-2 Access/Enroll in Electronic W-2s”
6) Choose “Proceed to W-2 Online Access”

7) Choose W-2 Reissue

**Tax Form Options:**

- Click here to withdraw your consent
- Get your 2014 W-2 Form
- W-2 Reissue

8) Choose an Available Tax Form
9) Choose a Reason For W-2 Reissue

Reason For W-2 Reissue:
- Address Change
- Misplaced W-2
- Never Received W-2
- Other

Continue to View/Print  Email

10) Choose Continue to View/Print

Reason For W-2 Reissue:
- Address Change
- Misplaced W-2
- Never Received W-2
- Other

Continue to View/Print  Email

12) Choose “Click here for your W-2 form”

Please Note: You will only be able to download and re-enter to access each form after completing this step.

2014 W-2 Form(s)

Click here for your 2014 W-2 form
**Reporting Personal Changes**

Changes that may need your personal attention, such as a marital status, or address change, may also require that you review your tax withholding or direct deposit information. Employees should use the HR4U Portal to update address, withholding, and direct deposit instructions. Changes that affect benefits (health, life, dental) should be reported to HR4U at 773-553-4748, option 4, for further instructions.

**Employee Identification Number (EMP ID)**

We are committed to ensuring that all personal information of CPS employees, students, and parents of students, collected and held under the auspices of Payroll Services, remains confidential and is treated in an ethical and legally responsible manner.

As a new hire, your Employee ID (EMP ID) will not be assigned until you are fully staffed and the PeopleSoft record is created reflecting your effective start date. This identification number is what will be used in all written and verbal communication with CPS, as well as entering punches into the Kronos Timekeeping system.

Employees can locate their Employee ID Number in any one of the following ways:

- By accessing it on the HR4U portal: hr4u.cps.edu
- By contacting your Payroll Clerk

**Payroll Processing**

**Payroll Calendar**

CPS processes payroll for over 45,000 employees on a biweekly schedule, or 26 pay periods per year. Payroll Services has established processing schedules to meet the demands of processing this large volume of transactions each week. It is critical that Payroll Clerks manage time & attendance entries following the processing schedule to ensure employees are paid correctly and in a timely manner.

If time and attendance is not properly recorded during the regular payroll cycle, Payroll Clerks must submit a historical edit correction using KRONOS, or an adjustment in the Supplemental Payment System. Examples of errors might include missed swipes, absences, or hours that are not reported against the proper bucket. The correction should then be paid on the next regular payroll cycle. If you have problems with pay, first consult with your Payroll Clerk to ensure appropriate time has been reported prior to contacting Payroll Services.

In order to view the Payroll Calendar, or access the calendar from the HR4U | Clerks Website | Payroll Calendar (hr4u.cps.edu).

**Payroll Deductions**

As an employee of CPS you can expect certain deductions to be withheld from your pay. The following table outlines deductions you can expect to be withheld from each paycheck.

<table>
<thead>
<tr>
<th>Permanent—Full-time Position (hired after April 1986)</th>
<th>Permanent—Full-time Position (hired before April 1986)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Income Tax</td>
<td>State Income Tax</td>
</tr>
<tr>
<td>Medicare Tax</td>
<td>Pension</td>
</tr>
<tr>
<td>Pension</td>
<td>Union or Fair Share (if applicable)</td>
</tr>
<tr>
<td>Union or Fair Share (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>
Federal Income Tax Withholding

To ensure proper federal income tax withholding, all employees are required to complete IRS Form W-4 (http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=103).

The amount of tax withheld is based on marital status and the number of allowances indicated on the completed Form W-4. The employee may also indicate an amount to be withheld in addition to the required withholding.

Employees should either contact their tax advisors or use the withholding allowance calculator (http://www.irs.gov/individuals/page0,_id=14806,00.html) available online to determine the proper number of allowances needed for their tax liability for the year. The employee may also indicate a dollar amount to be withheld in addition to the required withholding.

If Form W-4 is not submitted, taxes will be withheld at the rate for the marital status of single with no allowances. If an employee’s tax status changes, a new Form W-4 must be processed in Employee Self Service by the employee to reflect the changes. If the Internal Revenue Service (IRS) requests a copy of an employee’s Form W-4, CPS is required to and will submit the employee’s Form W-4 to the IRS.

State Income Tax Withholding

To ensure proper state income tax withholding, all employees are required to complete Form IL-W-4 (http://tax.illinois.gov/TaxForms/Withholding/IL-W-4.pdf), Employee’s Illinois Withholding Allowance Certificate, or an appropriate substitute form.

The amount of tax withheld is based on the number of allowances indicated on Form IL-W-4. The employee may also indicate a dollar amount to be withheld in addition to the required withholding.

If Form IL-W-4 is not submitted, taxes will be withheld with no allowances. If an employee’s tax status changes, a new Form IL-W-4 must be submitted to reflect the changes.

CTA/RTA and Metra Transit

Under the provisions of Internal Revenue Code (IRC) Section 132, CPS offers eligible employees the opportunity to use pre-tax earnings to pay for certain public transportation costs through enrolling in the Chicago Transportation Authority (CTA) /Regional Transportation Authority (RTA) or Metra (commuter rail) program.

CTA/RTA Enrollment Application
Metra Enrollment Application
**CTA Enrollment Details:**
CTA deductions are taken on the first pay date of each month and loaded for use on the first day of the following month. You must purchase a CTA Ventra Card at your local transit retailer and register it online at [www.ventrachicago.com](http://www.ventrachicago.com) before enrolling for the program.

**Metra Enrollment Details:** Metra Applications received two weeks prior to the first pay date of each month will be processed for the following month. If the application is received after the 15th of the month, the effective enrollment date will be two months thereafter.

RTA Transit Benefit prepaid Mastercard is mailed to the home address online.

**Union Dues**
There are 7 unions and the Chicago Principals and Administrators Association (CPAA) representing CPS employees.

**Fair Share/Union Dues**
Payroll Services must deduct Union Dues or the Fair Share amount for employees represented by a union. **Fair Share deductions** will automatically be activated for each employee represented by a union after 60 working days. Employees may also elect to have **Union Dues** withheld by enrolling via their respective union.

**Association Dues**
Principal and Assistant Principals may elect to join the CPAA (Chicago Principals and Administrators Association) by contacting them at their phone number or website. The CPAA includes both retired and active Principals, Assistant Principals, Area and Central Service Center Administrators assigned on their Type 75 certificate.
Inquiries
Questions regarding union/association deductions should be directed to the individual union or association.

<table>
<thead>
<tr>
<th>Union Name</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago Teachers Union (Local 1)</td>
<td>312-329-9100</td>
<td><a href="http://www.ctunet.com">http://www.ctunet.com</a></td>
</tr>
<tr>
<td>Hotel Employees and Restaurant Employees Union (Local 1)</td>
<td>312-663-4373</td>
<td><a href="http://www.unitehere.org">http://www.unitehere.org</a></td>
</tr>
<tr>
<td>International Brotherhood of Electrical Workers (Local 134)</td>
<td>312-454-1340</td>
<td><a href="http://www.local134chicago.com">http://www.local134chicago.com</a></td>
</tr>
<tr>
<td>International Brotherhood of Firemen and Oilers (Local 7)</td>
<td>312-372-7915</td>
<td><a href="http://www.ncfo.org">http://www.ncfo.org</a></td>
</tr>
<tr>
<td>International Union of Operating Engineers (Local 143)</td>
<td>312-326-1430</td>
<td><a href="http://www.local143.org">http://www.local143.org</a></td>
</tr>
<tr>
<td>Public Service Employees Union (Local 73)/Service Employees International Union</td>
<td>312-787-5868</td>
<td><a href="http://www.seiu73.org">http://www.seiu73.org</a></td>
</tr>
<tr>
<td>State and Municipal Teamsters, Chauffeurs, and Helpers Union (Local 726)</td>
<td>(202) 624-6800</td>
<td><a href="http://www.teamster.org">http://www.teamster.org</a></td>
</tr>
<tr>
<td>Chicago Principals and Administrators Association</td>
<td>312-623-7767</td>
<td><a href="https://www.mycopaa.org">https://www.mycopaa.org</a></td>
</tr>
</tbody>
</table>

City Indebtedness
Some new and existing employees may owe the City of Chicago municipal/city debts (including, but not limited to: parking tickets, water bills, property taxes, court fees, and child support). Potential employees go through a debt assessment before they are hired. These potential employees need to either pay off the debt or enroll in a payment program through the City before they can be hired. CPS receives quarterly reports from the City of Chicago regarding existing employees who have outstanding debt. These employees will have the option to enroll in voluntary wage deductions using Employee Self-Service to pay off their debts. The minimum payment is $50 per pay period. Debt under $250.00 is due immediately. The maximum re-payment period is 6 months. When establishing a repayment plan, the employee is responsible for entering a Goal Amount (equal to the total amount owed), which will automatically turn off the deduction once the debt is paid in full. This will ensure debts are not overpaid. Questions regarding this program should be directed to citydebt@cps.edu.

Payroll Deduction Changes
CPS offers online Employee Self-Service to update most deductions. Instructions on how to access the portal can be found in Employee Self-Service section of this handbook.

Direct Deposit
The Board implemented direct deposit policy for employees hired after July 1, 1986, for the benefit of all employees. Payroll Services requires active employees to self-enroll via the Employee Self-Service portal in automatic direct deposit for net earnings. Employees who do not self-enroll will be automatically enrolled in a debit card program.
Savings Bonds

The U.S. Department of Treasury phased out the issuance of paper savings bonds and established a Web-based system that allows individuals to establish accounts to buy, hold, and manage Treasury securities online. Now you can purchase electronic Series EE and I savings bonds, Treasury bills, notes, bonds, and Treasury Inflation-Protected Securities (TIPS) through TreasuryDirect.

In order to obtain savings bonds:

Review the employee e-Brochure provided by TreasuryDirect
Go to a TreasuryDirect website located at www.treasurydirect.gov to establish a new account
The ROUTING NUMBER FOR ALL CPS SAVINGS BONDS DEDUCTIONS IS: 051736158
Once the account has been established, it will be used to setup an additional direct deposit deduction using the HR4U Portal.

Payroll Check Delivery
Payroll Services will automatically default you into not printing your pay stub. Paper checks will be mailed to home address on the payroll system at time of confirming payroll.

Annual Tax Forms (W-2s)
Each year, CPS provides employees with a Form W-2 (http://www.irs.gov/pub/irs-pdf/fw2.pdf) to use in completing their annual tax return. The Form W-2 details taxable compensation, tax withholding amounts, and other pertinent tax information for the year. Employees of CPS have two options for receiving their personal tax form:

• Paper form delivered to home address set in the payroll system before December 31st
• Electronic/Online access via HR4U portal

To access your W-2 electronically, employees must fill out a one-time consent form online via the HR4U portal (hr4u.cps.edu). Once consented to receiving the electronic W2, employees will continue to receive annually via this method until the consent is withdrawn, or becoming inactive.

Employees who have consented to receive their W-2 Form online will receive an email notification when their W-2 Form is available through the HR4U Portal. Employees can save their Electronic W-2 Form for future reference and printing.
**Attendance and Attendance Reporting**

**Board Rule 4-9** requires that all employees of CPS record their time and attendance through the Board’s electronic timekeeping system (KRONOS) to ensure correct payroll processing.

To record time and attendance, employees must either swipe a CPS-issued ID or enter their employee identification number into KRONOS clocks. See “**Video Link for Swiping In and Out**.” (http://www.cps-humanresources.org/NewHire/Kronos-Clock/Kronos-Clock-Changes.swf)

**Key Point:** as a public employer, CPS has strict rules governing payroll and time and attendance. These controls are intended to address our commitment to managing the taxpayer’s resources; as well as ensuring employees are paid timely and accurately.

**Video Link for Swiping In and Out**
Click [here](http://www.cps-humanresources.org/NewHire/Kronos-Clock/Kronos-Clock-Changes.swf) to watch a video of the changes.

**Employee KRONOS Timecard**
CPS employees have the option to log on to the KRONOS 6.1 ([https://timekeeper.cps.k12.il.us/wfc/logon](https://timekeeper.cps.k12.il.us/wfc/logon)) system and review their reported time for the period. This is not required, but Payroll Services strongly encourages employees to review their time on a regular basis. If the employee notices any discrepancies in the time reported, the employee should bring the issue to the attention of the clerk/manager at their school/unit. The school or unit is responsible for ensuring that accurate attendance records are submitted, and approved, in a timely manner.

**Employee Timecard Edits**
Under certain circumstances, such as an absence or a missed swipe, employees must submit the appropriate form to their Payroll Clerk **prior** to the pay period ending (see Payroll Calendar).

**Absence Form** — this form is used when reporting absences due to illness, personal business, bereavement, jury duty, vacation, conference leave, religious holiday, or any unpaid days (excused without pay or furlough).

**Manual Time Entry Edit Form** — this form is used when an employee did not swipe or the KRONOS clock was unavailable.

**Schedule**
Each employee should be instructed at departmental orientation of their standard work schedule. Employees must remember that any deviation from the schedule may result in payroll variances.

**Paid Time Off**
CPS offers leave benefits to eligible employees in the form of sick days, personal business days, religious holidays, jury duty, and vacation. This section will explain where to find the policy, how these benefits are earned, and how they can be used.

The CPS Policy related to sick, personal, and vacation benefit days can be found at [Paid Time Off section of CPS Policy Handbook](#).
**Benefit Grants during an Approved Leave**

Employees earn sick and vacation leave when he or she is in paid status (paid regular schedule hours or leave benefits). An employee using full or proportionate paid leave shall be considered to be in paid status. When an employee has used more leave than he or she has earned, the district will deduct the cost of unearned leave days from the employee’s final paycheck for the year or from the last paycheck after the employee separates employment with CPS.

**Sick Leave**

Sick leave benefit policies can be found at Paid Time Off section of CPS Policy Handbook (http://policy.cps.edu/Policies.aspx).

CPS grants sick days for the current year (available for use) at the beginning of each fiscal year for all eligible employees. It is recommended that managers/principals not approve paid leave for more workdays than have been accumulated in prior years plus those to be earned during the current year. Any absences beyond available paid leave can result in deductions from the employee’s pay.

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Maximum Number of Days</th>
<th>Longevity</th>
</tr>
</thead>
<tbody>
<tr>
<td>39.6 week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-Month Teacher</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>10-Month Teacher on Step 13 as of July 1 and at least 13 years of service</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>10-Month Teacher on Step 14 as of July 1 and at least 18 years of service</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>10-Month ESP/PSRP</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>10-Month ESP/PSRP Step 6 as of July 1 and at least 13 years of service</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>10-Month ESP/PSRP Step 7 as of July 1 and at least 18 years of service</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>42.6 week and 43.60</td>
<td>Maxium Number of Days</td>
<td>Longevity</td>
</tr>
<tr>
<td>11-Month Teacher</td>
<td>11</td>
<td>--</td>
</tr>
<tr>
<td>11-Month Teacher on Step 13 as of July 1 and at least 13 years of service</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>11-Month Teacher on Step 14 as of July 1 and at least 18 years of service</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Employee Group</td>
<td>Maximum Number of Days</td>
<td>Longevity</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>48.20 week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-Month Teacher</td>
<td>12</td>
<td>--</td>
</tr>
<tr>
<td>12-Month Teacher on Step 13 as of July 1 and at least 13 years of service</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>12-Month Teacher on Step 14 as of July 1 and at least 18 years of service</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Employee Group 52 week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52-Week Certificated Administrators, ESP, and PSRP</td>
<td>12</td>
<td>--</td>
</tr>
</tbody>
</table>

**Key Points**

- Departmental or School Clerks are responsible for entering time off for active employees in KRONOS.
- Employees on Family and Medical Leave Act or Medical Leave will automatically be paid from accrued sick days entered by Payroll Clerks.
- Employees on leave of absence and in pay status will be granted their accrued days retroactively upon their return from leave.
- Employees on leave but not in pay status will receive a prorated amount of leave days upon their return.
- Sick leave reporting is automatic only for employees on Short Term Disability (STD) all other Family and Medical Leave Act or Medical Leave are entered by Payroll Clerks.

**Personal Business Leave**

CPS grants personal business days (PB days) at the beginning of the first pay period of each calendar year for all eligible employees. Any unused personal business days as of the last pay period of each calendar year will be converted to sick leave benefit days for employees in an Active status (in PeopleSoft).

Below are the proration rules for employees hired after the first payroll of each calendar year.

<table>
<thead>
<tr>
<th>Hire Date Between</th>
<th>Earn Prorated Personal Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 and September 30</td>
<td>3</td>
</tr>
<tr>
<td>October 1 and March 31</td>
<td>2</td>
</tr>
<tr>
<td>April 1 and May 31</td>
<td>1</td>
</tr>
<tr>
<td>June 1 and June 30</td>
<td>0</td>
</tr>
</tbody>
</table>

**Key Points**

- Departmental or School Clerks are responsible for entering employee leave in KRONOS
- Employees may use 3 personal leave benefit days in succession
- Employees may not use personal leave benefit days during their first 60 work days of employment except for religious holidays occurring during their first 60 work days of employment.
- Employees may use personal leave benefit days during the first or last week of school
- Employees may use personal leave benefit on the day before or the day after a school holiday.
- Unit/Schools are required to maintain records of employee’s absences. Employees are encouraged to maintain personal copies for future reference.
**Vacation**

Employees accrue vacation based on the rates established in the policy found at [Paid Time Off section of CPS Policy Handbook](http://policy.cps.edu/Policies.aspx).

**52-Week Educational Support Personnel (ESP) (Rate is determined by each day paid)**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Maximum Annual Days Earned</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>.058</td>
<td>3 weeks of 15 vacation days</td>
<td>Less than 10 years of service</td>
</tr>
<tr>
<td>.077</td>
<td>4 weeks or 20 vacation days</td>
<td>At least 11 years of service but less than 21 years of service inclusive</td>
</tr>
<tr>
<td>.096</td>
<td>5 weeks or 25 vacation days</td>
<td>With 21 or more years of service</td>
</tr>
</tbody>
</table>

**Non 52-Week Employees**

Employees employed for fewer than 52 weeks each year, including appointed and temporarily assigned teachers, shall receive up to 10 days of paid regular vacation per year, five during the Winter Recess and five during the Spring Recess as designated in the Academic Calendar. Vacation benefit days under this section must be used because they do not accumulate.

<table>
<thead>
<tr>
<th>Days Worked</th>
<th>Vacation Days Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–10 days</td>
<td>0</td>
</tr>
<tr>
<td>11–20 days</td>
<td>1</td>
</tr>
<tr>
<td>21–40 days</td>
<td>2</td>
</tr>
<tr>
<td>41–60 days</td>
<td>3</td>
</tr>
<tr>
<td>61–80 days</td>
<td>4</td>
</tr>
<tr>
<td>81 days or more</td>
<td>5</td>
</tr>
</tbody>
</table>

**ACCRUAL**

<table>
<thead>
<tr>
<th></th>
<th>From</th>
<th>To</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>April 19</td>
<td>Nov 22</td>
<td>12/21/2015</td>
<td>01/01/2016</td>
</tr>
<tr>
<td>Spring - Regular</td>
<td>Nov 5</td>
<td>Mar 25</td>
<td>04/18/2016</td>
<td>4/22/2016</td>
</tr>
</tbody>
</table>
Key Points
- Departmental or School Clerks are responsible for entering employee vacation leave in KRONOS for all 52-week employees.
- Employees are required to submit absence forms to the appropriate person as designated by administrator.
- Employees using KRONOS Self Service Requests should enter requests electronically via KRONOS for approval by Manager/Supervisor.
- Employees that work less than 52 weeks per year are paid vacation according the academic calendar for Spring and Winter Recess.

Jury Duty
Jury service is one of the most important civic duties you can perform. CPS Board Rules provides Jury Duty benefit in support of you fulfilling your duties without suffering financial hardship. You will be paid your regular daily rate of pay less the amount you receive from the court for your service.

Key Points
- Employees required to submit absence forms should do so to the appropriate person as designated by administrator
- Employees using KRONOS Self Service Requests should enter requests electronically via KRONOS for approval by Manager/Supervisor
- Employees must submit an absence form to report this absence for timekeeping.
- The earnings should appear on the appropriate check as “Jury Duty”.
- Employees keep the checks provided by the courts.

Bereavement
The Chief Executive Officer or his/her designee shall grant employees, other than substitute teachers, retired teachers and miscellaneous employees, paid bereavement leaves, as follows:
1. A leave not to exceed ten (10) week days, including holidays and layoff days, at the death of the eligible employee’s parent, spouse, domestic partner, grandparent, child, brother, or sister of the employee, or stepparent <formatting to next line>married to a parent of the employee, provided that the last five (5) days of such a leave shall be applied against the employees’ sick leave bank
2. A leave not to exceed five (5) week days, including holidays and layoff days, at the death of the eligible employee’s grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nephew, niece, uncle, aunt, or first cousin of the employee, provided that all days of such leave shall be applied against the employee’s sick leave bank.

Key Points
- Employees must submit an absence form to report this leave for timekeeping
- Departmental or School Clerks are responsible for entering employee leave in KRONOS.
- Bereavement leave is effective the date of decedents death.
- Bereavement leave is applicable during regular schedule work days immediately following the death of eligible family member or partner.

Overpayments
Overpayments may occur due to administrative error, sick days used in excess of those accrued, data entry or time reporting errors during the time of entry. If employees become overpaid, the school or unit, along with the Payroll Services Department all have the responsibility to resolve overpayment situations pursuant to CPS Policy, labor law, and/or Internal Revenue Code (Publication 15).
If an employee receives a payment in error (an overpayment), that employee must report the error to the respective payroll clerk immediately; preferably in writing and with a copy to the Payroll Services Department, 42 W Madison St., Attention: Payroll Compliance Team, Chicago, IL 60602. The Payroll Services Department will work with the employee to correct the error in a timely manner and ensure the payroll and tax records are correct.

PLEASE NOTE: If an overpayment is identified prior to a pay date, the funds overpaid may be reversed (taken out of) an employees’ direct deposit instructions on file. The Payroll Services Department will notify you via email should this unfortunate event occur.

Other Plans

Pension Plans
CPS is required to withhold pension on employees that are working in a permanent budget position. Refer to the information table below for additional details of how Pension deductions are calculated and withheld for each group. CPS encourages employees to check the websites of their respective Pension providers for further information and to keep abreast of any plan updates.

<table>
<thead>
<tr>
<th>Group</th>
<th>Pension</th>
<th>Employee Rate</th>
<th>Employer Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers and Certificated Administrators</td>
<td>Chicago Teachers’ Pension Fund (CTPF)</td>
<td>2%</td>
<td>7%</td>
</tr>
<tr>
<td>ESP and PSRP Support Staff</td>
<td>Municipal Employees’ Annuity and Benefit Fund of Chicago (MEAB)</td>
<td>2.63%*</td>
<td>7%**</td>
</tr>
<tr>
<td>Provisional Substitute Teachers*</td>
<td>Chicago Teachers’ Pension Fund (CTPF)</td>
<td>9%</td>
<td>0%</td>
</tr>
<tr>
<td>Day-to-Day Substitute¹</td>
<td>Chicago Teachers’ Pension Fund (CTPF)</td>
<td>2%</td>
<td>7%</td>
</tr>
<tr>
<td>Cadre Substitute¹</td>
<td>Chicago Teachers’ Pension Fund (CTPF)</td>
<td>2%</td>
<td>7%</td>
</tr>
</tbody>
</table>

For CPS employees who have CPS pick up 7% of their pension contribution

Employee Contribution 2.1%

Employer Contribution 7.0%**

For CPS employees who do not have CPS pick up 7% of their pension contribution

Employee Contribution 8.5%

For CPS employees who have CPS pick up 5% of their pension contribution

Employee Contribution 3.93%*

Employer Contribution 5.0%**
**Reviewing Time with Web Timecard when Offsite (Remote Access)**

To review reported time when offsite (from home or anywhere outside the CPS network), employees will first have to use the Virtual Private Network (VPN) application to remotely log into the system.

1. Open internet explorer and navigate to [https://portal.connect.cps.edu/Login/Login](https://portal.connect.cps.edu/Login/Login).
2. Enter your CPS Net ID (all uppercase) and Password (case sensitive)
3. Click Sign In
4. Open another browser window and navigate to [HR4U](https://hr4u.cps.edu) Portal homepage (hr4u.cps.edu)
5. Enter your CPS Net ID (all uppercase) and Password (case sensitive)
6. Click Sign In.
7. Navigate to the right upper quadrant of the screen to Find It Fast.
8. Select **KRONOS/Workforce Central**
   *Note: If offsite, use VPN*
9. Enter your CPS Net ID (all uppercase) and Password (case sensitive).
10. Click the Arrow to enter
11. Select **My Information | My Timecard**
12. Review your **Current Timecard** or **Previous Timecards**
13. Click **Log Off** when complete.

**Self-Service Time Entry Employees**

Employees with self-service time entry should log into KRONOS 6.1 via the Internet and enter their time manually.

**Reporting Regular Time for the Period when Onsite**

Employees with self-service time entry will need an internet connection and web browser to report their time. To report time while onsite (at work location or working physically within the CPS system):

1. Navigate to the [HR4U](https://hr4u.cps.edu) Portal homepage
2. Enter **CPS Net ID** (all uppercase) and Password (case sensitive)
3. Click Sign In
4. Navigate to the right upper quadrant of the screen to Find It Fast
5. Select **KRONOS/Workforce Central**
   *Note: If offsite, use VPN*
6. Enter your **CPS Net ID** (all uppercase) and Password (case sensitive)
7. Click the Arrow to enter.
8. Select **My Information | My Timecard**
9. From the **Time Period** dropdown, click **Current Pay Period**
10. Select the target day
11. Enter your **arrival time** in the **In** field
12. Enter your **departure** time in the **Out** field
13. Click the **Save** button
14. Click **Log Off** when complete
# 2015 Payroll Calendar

<table>
<thead>
<tr>
<th>Pay Period Number</th>
<th>From</th>
<th>To</th>
<th>52 Week Employee Deduction</th>
<th>10 Month Employee Deduction</th>
<th>CTA/Metra</th>
<th>Parking</th>
<th>Pay Date</th>
<th>Due date for all Kronos and SPS attendance (4:30PM)</th>
<th>Kronos Effective Date to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/14/14</td>
<td>12/27/14</td>
<td>1</td>
<td>9</td>
<td>FEB</td>
<td>X</td>
<td>01/09/2015</td>
<td>12/30/2014**</td>
<td>12/28/2014</td>
</tr>
<tr>
<td>2</td>
<td>12/28/14</td>
<td>01/10/15</td>
<td>2</td>
<td>10</td>
<td>X</td>
<td>01/23/2015</td>
<td>01/13/2015**</td>
<td>01/11/2015</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01/11/15</td>
<td>01/24/15</td>
<td>3</td>
<td>11</td>
<td>MAR</td>
<td>X</td>
<td>02/06/2015</td>
<td>01/28/2015</td>
<td>01/25/2015</td>
</tr>
<tr>
<td>4</td>
<td>01/25/15</td>
<td>02/07/15</td>
<td>4</td>
<td>12</td>
<td>X</td>
<td>02/20/2015</td>
<td>02/10/2015**</td>
<td>02/08/2015</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>02/08/15</td>
<td>02/21/15</td>
<td>5</td>
<td>13</td>
<td>APR</td>
<td>X</td>
<td>03/06/2015</td>
<td>02/25/2015</td>
<td>02/22/2015</td>
</tr>
<tr>
<td>6</td>
<td>02/22/15</td>
<td>03/07/15</td>
<td>6</td>
<td>14</td>
<td>X</td>
<td>03/20/2015</td>
<td>03/11/2015</td>
<td>03/08/2015</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>03/08/15</td>
<td>03/21/15</td>
<td>7</td>
<td>15</td>
<td>MAY</td>
<td>X</td>
<td>04/03/2015</td>
<td>03/25/2015</td>
<td>03/22/2015</td>
</tr>
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* Check date is 1 day early due to CPS/Bank Holiday on 12/25/15

**Pulling early due to holiday

(a) Ten month employees will only have voluntary deductions taken during the summer intersession. These would include United Credit Union, Combined Charities, CTA
Contact Information

Compensation and Benefit Services
42 W. Madison Street
Chicago, IL 60602

**Compensation Phone:** 773-553-HR4U; Fax: 773-553-1211
**Benefits Phone:** 773-553-HR4U; Fax: 773-553-2821
Email: compben@cps.edu

Employee Services
2651 W Washington
Chicago, IL 60612,
773-553-HR4U
Fax: 773-553-6665
Email: employeeeservices@cps.edu

Payroll Services
42 W. Madison Street
Chicago, IL 60602
773-553-4729 (3-4PAY)
Fax: 773-553-2662
Email: http://www.cpspayrollservices.com/inquiry.php

**Phone Hours:** 9:00 A.M. to 4:00 P.M. Monday to Friday (excluding holidays)
**Office Hours:** 8:30 A.M. to 4:30 P.M. Monday to Friday (excluding holidays)

CTPF (Chicago Teachers’ Pension (and Retirement) Fund)
203 N. LaSalle Street, Suite 2600
Chicago, IL 60601
312-641-4464
Fax: 312-641-7185
Website: http://www.ctpf.org
Email: memberservices@ctpf.org

MEABF (Municipal Employees’ Annuity and Benefit Fund of Chicago)
321 N. LaSalle Street, Room 700
Chicago, IL 60654
312-236-4700
Fax: 312-527-0192
Website: http://www.meabf.org
Hours: 8:00 A.M. to 4:30 P.M. Monday–Friday