

**HURRICANE KATRINA
SALARY CONTINUATION**
(Applies to Tulane, DePaul & Lakeside employees)

Payroll Check-In Dates*

If Your Last Name Begins With:	Pay Period 11/06-11/19	Pay Period 11/20-12/03	Pay Period 12/04-12/17	Pay Period 12/18-12/31
	Check in ON THIS DATE:	Check in ON THIS DATE:	Check in ON THIS DATE:	Check in ON THIS DATE:
A-B	11/07	11/21	12/05	12/19
C-D	11/08	11/22	12/06	12/20
E-G	11/09	11/23	12/07	12/21
H-J	11/10	11/23	12/08	12/22
K-L	11/11	11/28	12/09	12/23
M	11/14	11/28	12/12	12/27
N-P	11/15	11/29	12/13	12/27
Q-S	11/16	11/30	12/14	12/28
T-Z	11/17	12/01	12/15	12/29

***You MUST check in once during each pay period on your assigned date to continue receiving your check.**

**To check in, call 1-800-265-8422.
Service Center hours are Monday through Friday,
7:00 a.m. – 6:00 p.m. Central Time,
Press Option 1 followed by 5.**

Employees who check-in will receive a shipment including your check and/or direct deposit voucher. These are shipped via UPS or USPS and signatures are required. Please verify your current shipping/mailling address when you check in and request that it be repeated back to you for accuracy.

Please note: Failure to check in by the deadline will result in employees participating in Direct Deposit having the DD stopped for the pay cycle involved and a LIVE check issued.
The LIVE check will be mailed after you check in.

HOLIDAY SHIPPING SCHEDULE

Due to Corporate Office holidays as well as UPS and USPS holiday schedules shipments of checks and direct deposit vouchers for pay dates 11/24 & 12/22 will be delayed. Please see the chart below for shipping START dates for the affected pay dates. We encourage employees to convert live checks to Direct Deposit if possible. The form to sign up for Direct Deposit is included in the packet.

Pay Period 11/6 – 11/19 PAY DATE 11/24/2005	Pay Period 12/4 – 12/17 PAY DATE 12/22/2005
Shipping BEGINS	Shipping BEGINS
Monday, 11/28/2005	Tuesday, 12/27/2005