



LARAMIE COUNTY SCHOOL DISTRICT No. 2

P.O. Box 489 – Pine Bluffs, WY 82082

Phone 307.245.4050

Fax 307.245.3561

Jon Abrams, Superintendent
jon.abrams@laramie2.org
Jeaneane Parsons, Executive Secretary

Nancy Malcolm, Special Services Director
Misty Gallegos, Business Manager

July 16, 2015

In an effort to improve efficiency and save money, the Business Department and Human Resources will implement the following changes to paper pay stub distribution effective with the September 16, 2015 payroll:

The District's plan is to shift all payroll payments to direct deposit with electronic distribution of pay information, thereby eliminating hard-copy payroll mailings to employees. Our goal is to transition all employees who use direct deposit to electronic pay stub distribution by September 16, 2015.

Direct Deposit pay stub distribution will be sent to your email on record with Laramie County School District #2. If you are not a regular LCSD #2 employee with a school email address, it will be emailed to the address that is on file with Aesop. If you are not a substitute in the Aesop system please call me and give me your home email address.

Employees who are still receiving paper checks are encouraged to sign up for Payroll Direct Deposit/ACH to reduce any inconvenience of lost or stolen pay checks. If a paper check is lost or stolen there is a minimum 10 business day wait for reissue. LCSD#2 highly encourages anyone still receiving a paper check to sign up for direct deposit. It saves everyone time and money.

Direct Deposit is a safe and confidential way to have your salary payment electronically transferred into an account at the financial institution of your choice in the United States.

Thank you,

Jenny Pratt
Payroll Specialist
Laramie County School District #2
Jenny.pratt@laramie2.org
307-245-4053