



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

District Advisory and Financial Services
Finance and Business Services

Bulletin No. 14-001

TO: District Superintendents and Chief Business Officials
FROM: Garry Bousum, Associate Superintendent
Finance and Business Services
DATE: July 15, 2013
RE: Escape Phase II Districts Pay Acknowledgement

The first payroll in Escape for Phase II Districts will be on July 31, with a payroll cut-off of July 25. It is essential that you ensure that the gross and net pay amounts for every employee are correct for the upcoming year. Please do the following:

- 1) Verify that each employee is set up correctly and know what to do in Escape to ensure that his/her pay will be correct.
- 2) Sign and return this form acknowledging that Escape HR/payroll data is correct for your district, and that you are prepared to create accurate paychecks.

District # _____ District Name: _____

Acknowledgement: I acknowledge that the Escape HR/payroll data is correct to execute a successful payroll for my district.

Title: Superintendent/Chief Business Official (Circle one)

Printed Name _____ Signature _____ Date _____

Please return by July 19, 2013 to Karen Hennessy at

khennessy@monterey.k12.ca.us