



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

PAYROLL INFORMATION

Contacting Payroll

Vincent Ted Pang, Payroll/Accounting Support Analyst, 925-942-3416, vpang@cccoe.k12.ca.us
Josephine Capistrano, Payroll Specialist, 925-942-3399, jcapistrano@cccoe.k12.ca.us

You can contact payroll by phone or e-mail. In your communication, please be sure to provide your full name, and the reason why you're contacting us. If you would like us to call you, please also provide your phone number and the best time to reach you.

Paychecks

Pay Day is the last business day of the month. Paychecks are mailed out on the business day before Pay Day. In-person pickups will be considered on a case-by-case basis, and a valid government ID will be required. Paystubs will be e-mailed to you a few days before Pay Day.

Timesheets

Timesheet work dates are from the **16th** of the previous month, to the **15th** of the current month. Please submit your timesheets to Payroll by the **15th** of the current month, either via U.S. Postal Service or Inter-Office Mail (for assistance, see your site's School Administrative Assistant).

Tax Withholdings

If you wish to change your federal income tax withholdings, please submit a new Form W-4.

If you wish to change your state income tax withholdings, please submit a new Form DE-4.

Both forms are accessible on CCCOE's website:

https://www.cccoe.k12.ca.us/departments/business_services/accounting_support_services

Please submit your new tax forms to Payroll by the **10th** of the month.

Direct Deposit

To start/change your direct deposit, please fill out the Direct Deposit Authorization Form, located on CCCOE's website: https://www.cccoe.k12.ca.us/departments/business_services/accounting_support_services

You will need to provide proof that the checking/savings account is in your name, either with a voided check (with your full legal name pre-printed), or with any document that contains:

1. Your full legal name
2. Your financial institution's 9-digit routing number
3. Your checking/savings account number

Please be sure to sign your Direct Deposit Authorization Form, and submit it to Payroll by the **10th** of the month. A test transaction will be conducted on the next Pay Day after you submit your form, and a paper paycheck will be mailed to you for that first month. Assuming the test is successful, your new direct deposit will be effective on the next month's Pay Day.

Note: Any employee who does not submit a direct deposit form will be automatically issued a Rapid Paycard (<https://rapidpaycard.com/>)