

PAYROLL INFORMATION AND VISIONS PORTAL

Payroll information is available online for all employees on the Visions Portal. You may find a link to the Portal on the Canby School District website. Click on Staff / Resources / Access Employee Resources / Employee Pay Information & Portal / Visions Portal or go to <https://visions.clackesd.k12.or.us/canby/> and save as a favorite. Once logged in you can see compensation (pay) information, print payment and W2 copies, change your tax withholding and sign-up for or change your direct deposit. Payroll information back to July 1, 2012 is available on Visions Portal.

If you need assistance to access Visions Portal, please email Bret Adkins at adkinsb@canby.k12.or.us.

For those not on Direct Deposit, paper checks will be mailed to your home address one workday prior to payday. Our goal is to have a paperless system.

For payroll questions please contact Gina McCullah at 503 266-0053 or mccullag@canby.k12.or.us.

CANBY SCHOOL DISTRICT PAYROLL DATES FOR 2018-2019 SCHOOL YEAR

Please note: The Cut-Off Dates listed below mean that extra, discretionary and substitute time worked through that date will be included in the payroll noted in the Pay Dates column if all completed time sheets are received by Payroll by the 10th of that payroll month (i.e. September 10 for September 25 payroll). All changes to your name, address, telephone, withholdings, direct deposit and deductions are also due to Payroll by the 10th of each month in order to be included in that month's payroll.

CUT-OFF DATES	PAY DATES
June 30, 2018	July 25, 2018
July 31, 2018	August 24, 2018
August 31, 2018	September 25, 2018
September 30, 2018	October 25, 2018
October 31, 2018	November 20, 2018
November 30, 2018	December 21, 2018
December 31, 2018	January 25, 2019
January 31, 2019	February 25, 2019
February 28, 2019	March 25, 2019
March 31, 2019	April 25, 2019
April 30, 2019	May 24, 2019
May 31, 2019	June 14, 2019*
TBD	June 25, 2019

**Pay date for some certified and classified employees only, based on employee work year. Check with payroll department at 503-266-0053 for information.*

Pay dates are determined by breaks in the adopted 2018-19 District Calendar and as per payroll laws.