



# BEDFORD PUBLIC SCHOOLS

---

Business Office  
Julie Kirrane, Director of Finance

97 McMahon Road  
Bedford, Massachusetts 01730  
Tel: 781-275-7588

To: All Staff

From: Julie Kirrane, Director of Finance

Re: Payroll Information

Date: August 31, 2022

---

Welcome to the new school year and new payroll year! Our payroll team is committed to the accurate and timely processing of employee pay, and providing confidential and prompt information as needed. Gina Piantedosi and Linda Barbacano are your Payroll Specialists within the Business Office. Gina is primarily responsible for the "Teacher Payroll" and Linda is primarily responsible for the "Admin Payroll". Do not hesitate to reach out.

## [Payroll Web Page](#)

The information in this email is posted on the new web page, recently added to the Business Office web area - [Please visit](#). We are also adding a Frequently Asked Questions (F.A.Q.) documents (still in development).

## **Important to know this year**

- The first full year Admin payroll was Thursday, July 14, 2022
- The first school year Admin payroll is Thursday, September 8, 2022
- The first Teacher Payroll is Thursday, September 15, 2022
- Pay scale changes have all been implemented.
- For employees on Teacher Payroll with Bedford GIC health insurance, deductions will be taken twice in September in the 9/15 and 9/29 paychecks.

## **Always Important to know**

- Review your pay stubs in the [Employee Self Service \(ESS\) portal](#) – there is a password reset button right on the site.
- Login to the ESS and check your paystubs regularly!
- Communicate any questions or concerns immediately
- Please make sure to keep your address current (Form in [Staff Resources](#)) which is critical for receiving annual tax documents
- Call the business office if you have additional questions at 781-275-7708
- Set up an in-person session
- Email [Gina.Piantedosi@bedfordps.org](mailto:Gina.Piantedosi@bedfordps.org) or [Linda.Barbacano@bedfordps.org](mailto:Linda.Barbacano@bedfordps.org).
- If in doubt, email to [payroll@bedfordps.org](mailto:payroll@bedfordps.org)