

**PAYROLL AT A GLANCE**

**MISSION**

The Payroll department is a dedicated team of professionals committed to the goals and mission of Arlington County Public Schools. To this end, we strive to provide exceptional service to all staff in the payment of their wages. We are responsible for assuring that employees are paid timely and accurately and that all payments and withholdings are made in accordance with federal and state laws and regulations.

**PAYROLL CONTACTS**

FAX - (703) 807-0146

Merenda Tate, Supervisor Payroll – (703) 228-6113

Anna Samayoa, Payroll Administrator – (703) 228-6099

Ratree Webb-Bracey, Payroll Specialist – (703) 228-6112

Maria Mercado, Account Specialist – (703) 228-6128

Nellie Vargas, Account Specialist – (703) 228-6182

Joe Barron, Account Specialist – (703) 228-6115

**PAY DATES**

 Paid semi-monthly; on the 15th and last business day of each month.

All employees will receive their pay by direct deposit.

**FORMS**

Direct Deposit Authorization Form

Federal Form W-4, Employee’s Withholding Allowance Certificate

District of Columbia Form D-4, Employee Withholding Allowance Certificate

Maryland Form MW-507, Maryland Withholding Exemption Certificate

Form VA-4, Personal Exemption Worksheet

Request for Leave Slip

**WEBSITE**

www.apsva.us/payroll