



Beauregard Parish School Board

202 W. Third Street P.O. Drawer 938
DeRidder, Louisiana 70634
Ph. (337) 463-5551 Fax (337) 463-6735

David Vidrine, President

Timothy J. Cooley, M. Ed., Superintendent

Darrin Manuel, Vice President

To: All Personnel

From: Lesia Casanovas, Director of Finance
James Herrington, Personnel Director

Date: July 1, 2018

Re: Payroll Data Changes

Any changes to an employee's record that will affect his/her payroll earnings, retirement, insurances, or other withholdings must be in the form of a written request signed by the employee.

Address changes require the following:

- 1) A complete change of address document obtained from your school office.
- 2) Return this form to your school time and attendance clerk.

All payroll changes must be emailed/scan to **pr_payment@beau.k12.la.us** payroll department no later than ten (10) calendar days before the scheduled payroll date. A change received after this deadline will be made on the following payroll check.



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PAYROLL DEDUCTION CANCELLATION

IMPORTANT: IF PREMIUM IS SHELTERED UNDER THE CAFETERIA PLAN (SECTION 125 OF THE INTERNAL REVENUE SERVICE) YOU **MAY NOT CANCEL UNLESS** A FAMILY STATUS CHANGE HAS OCCURRED.

I wish to cancel the following payroll deductions:

NOTE: Both name of the company and deduction must be given before cancellation will be made.

NAME OF COMPANY

AMOUNT DEDUCTED

Employee Name (PLEASE PRINT)

Employee Signature

Employee Number (This is not your S.S.#)

School

Date



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EMPLOYEE CHANGE OF NAME/ADDRESS

To: Beauregard Parish School Board

From: _____

Employee Name (please PRINT FULL NAME)

Employee Number

PLEASE CHANGE THE FOLLOWING INFORMATION ON MY ACCOUNT

Name Change

Mailing Address

City

State

Zip Code

Home Phone Number

Cell Phone Number

Employee Signature

Date

FOR OFFICE USE ONLY

School Office	
Insurance	
BPSB: Personnel/Munis	
Retirement	
AESOP	
D-Base	
JCampus	