



Renfrew County District School Board

1270 Pembroke Street West, Pembroke, Ontario K8A 4G4 Tel.: (613) 735-0151 - Fax: (613) 735-6315



MEMORANDUM

Lisa Kuehl
Superintendent of
Business
Ext. 235

Dawn White
Administrative
Assistant
Ext. 272

Finance Department
*(Accounts Payable and
Payroll)*
Tammy Hoffman
Manager
Ext. 255

**Health & Safety
Department**
Bill Murray
Manager
Ext. 247

**Human Resources
Department**
Kari Johnson
Manager
Ext. 244

**Purchasing
Department**
Diane Schofield
Purchasing Agent
Ext. 237

**Transportation
Department**
Bob White
Manager
Ext. 257

TO: Renfrew County District School Board Employee

cc: All Locations

FROM: Lisa Kuehl, Superintendent of Business

DATE: December 5, 2006

RE: Direct Deposit

All employees (casual included) who are paid through the Board Payroll system will be paid by direct deposit effective November 23, 2006 unless otherwise excepted.

In order to enrol in direct deposit as soon as possible, please complete the enclosed document and return it to the Board Office, attention Payroll.

If your enrolment form is not received by December 19, 2006, your next pay cheque for January 2007 will be held.

Thank you!

