



Horizon Montessori Public Schools

"Tomorrow's Education Today"

2402 E. Business Hwy. 83 • Weslaco, Texas 78596

To: Governing School Board

From: Yasin I. Ansari—Accountant

Date: September 30, 2021

Subject: Payroll Payment Schedule Proposal

In an effort to reduce payroll and tax deposit payments we, HMPS Finance Department, would like to propose changing all district employees to a bi-monthly payment schedule. This would assist in reducing the amount of time spent on running payroll transactions, verifying monthly payments, and making tax deposits on behalf of employees. In addition, it would unify all employee direct deposits by eliminating monthly payments. We, HMPS Finance Department, believe this initiative would also serve as an employee retention tool as bi-monthly payments are favored by employees. This is a live proposal as changing the payroll and tax payments will require additional research and coordination with Region One but wish to get a general consensus of the board to continue to delegate proposal as needed before presenting a final draft.

Respectfully,

Yasin I. Ansari
Accountant

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