



**Arlington
Public
Schools**

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

Tina Tarrant, 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
Tomika Robinson, Account Clerk – (703) 228-6115

PAY DATES

Employees are 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, Employee's Maryland Withholding Exemption Certificate
Form VA-4, Personal Exemption Worksheet
Request for Leave Slip

WEBSITE

www.apsva.us/payroll