

Clarenceville School District

Of Oakland and Wayne Counties 20210 Middlebelt Road Livonia, Michigan 48152-2099 248.919.0400 Fax 248.919.0430 www.clarenceville.k12.mi.us Paul K. Shepich

David G. Bergeron Assistant Superintendent Business/Support Services/Finance

> Renee M. Valentine Assistant Superintendent Learning Services

Neil A. Thomas Director Special Education Student Services

Dear Employee:

- To view your pay stubs please go to: https://clarenceville.mipeer.org/employeeonline Your user name is your employee ID number, which will be emailed to you (all "0"s are the number zero). Your INITIAL password is your social security number with no dashes or spaces.
- Each person with a Clarenceville E-mail also has access to a Shared Google Drive Folder Called "BUSINESS OFFICE FORMS". This drive has many of the payroll related forms and information documents you may wish to refer to such as:
 - W-4 Tax Forms
 - 403B Retirement Plan Options and News Did you know? EVERY Clarenceville Employee is eligible to contribute to a 403b?
 - Mileage and Expense Reimbursement Forms
 - Timesheet Forms
 - ORS Retirement Information

Please feel free to reach out to payroll (Beverly Bielicki (Beverly.Bielicki@ClarencevilleSchools.Org) or Laura Bohr (Laura.Bohr@ClarencevilleSchools.Org) should you have any questions.

Thank you,

Beverly Bielicki Clarenceville Payroll & Benefits Specialist