

**Student Centered Education Consulting Group (SCECG) Division of Recruitment
and Employment of Educators Information for SCECG Employees
2023-2024**

Greetings,

Student Centered Education Consulting Group will continue to provide instructional services, educational services, administrative and management services, for districts and schools throughout the state for the school year 2023-2024. These services will be performed by experienced, qualified and, as appropriate, certified SCECG personnel.

You have been employed by SCECG to perform specific services in an assigned district and we are pleased that you have chosen to be a part of Student-Centered Education Consulting Group. We know that you recently began the new school year and we wish for you an outstanding 2023-2024. All of us at SCECG express appreciation to you for all that you do for children, day in and day out. You are playing such an important role in a school district in South Carolina. Keep up the good work!

Before SCECG deposits your monthly salary payment into your account we are providing some information to you.

If you are a returning SCECG employee you understand the payroll operations and procedures and you know that pay day is always near the end of each month except for the month of December. (See Pay Dates Below) For the new SCECG employees, members of the SCECG team have discussed employment, assignment, payroll and benefits with you and you have completed employment and payroll forms. As you continue your journey with SCECG we want to make sure that you have a good understanding of the payroll operations and procedures. The most important thing to remember is that you are an employee of SCECG and you have been assigned to a school district by SCECG to perform specific services for the district.

Your salary is determined using the salary schedule for the position that you occupy. The amount of salary that you receive will vary each month depending upon the number of days that you work. The district will provide SCECG with the information needed to pay you and SCECG will deposit your monthly salary payment into your account on or before the dates listed below.

PAY DATES 2023-2024

The established pay date is typically the last work day of each month.

2023

SEPTEMBER 29

OCTOBER 31

NOVEMBER 30

DECEMBER 19

2024

JANUARY 31

FEBRUARY 29

MARCH 29

APRIL 30

MAY 31

JUNE 28

JULY 31

Please note the required deductions that will be made from your gross salary are Social Security Employee Contribution, Medicare Employee Contribution, Federal Income Tax, and State Income Tax. The fee for the SCECG services will also be deducted.

The accounting firm handling all payroll and accounting matters is Skinner and Company, LLC ,38A S. Main Street, Inman, SC 29349. Matt Skinner is your contact. The phone number is [864-680-0948](tel:864-680-0948) and the email address is matt@skinner-co.com .

Matt's firm has a method for you to check your payroll information online. If you are already using this service, you do not need to register again. All new SCECG employees will soon receive an email from Madison Skinner concerning the setup and use of the portal. You may contact Madison at madison@skinner-co.com or 864-472-8537.

New SCECG employees remember to sign up after you receive an email from Madison. You will be able to complete this process before your pay is deposited into your bank account.

You may contribute to a 401K Plan that is offered as a service to you as well. Please contact Chris Miller about the opportunity to sign up at Oak Capital Management, LLC, Phone: [864-250-9033](tel:864-250-9033) ext. 110 Chris may also contact you. SCECG makes no direct monetary contribution to your 401-k plan.

I trust that you will have a great year and if you have questions, please do not hesitate to contact Cathy McMillan or me.

Our Staff and Support
Student Centered Education Consulting Group, LLC (SCECG)

Jimmy Littlefield
1650 Caldwell Rd.
Campobello, SC 29322
864-804-7683
alittlefield@windstream.net

Director of Personnel
Cathy McMillan
311 Wilkins Rd.
Campobello, SC 29322

864-612-8660

cathymac1789@charter.net

Payroll/Accounting / Finance

Skinner and Company, LLC

Matt Skinner, President

38 S. Main Street

Inman, SC 29349

864-472-8537

matt@skinner-co.com

Insurances

HUB International Southeast

Lakeisha Jackson

Commercial Account Manager

1213 W. Morehead St., Suite #410

Charlotte, NC 28208

Office: 704-405-0103

Email: Lakeisha.Jackson@hubinternational.com

401 K Plan Administration

Chris Miller

Oak Capital Management, LLC

750 Executive Center Drive, Suite 100

Greenville, SC 29615.

864-250-9033

Christopher.miller@oakcapitalmgt.com