

Payroll Procedures/Schedules

Employees of the District are to receive their salary payments in a timely and consistent manner and in a manner that suits the needs (within legal limits) of the majority of the employees. Employees should receive their salary payments as soon after the pay period as is legally and economically feasible.

REGULATIONS

1. Salary payments for licensed staff members and administrators shall be distributed on the 20th day of the month. If the 20th falls on a weekend or holiday being observed by the District, payroll shall be distributed on the closest workday to the 20th of the month. Summer deposit advices shall be mailed the 20th day of each month unless other arrangements have been made with the Business Services Office.
2. Hourly and substitute employees including substitute teachers will be paid bi-monthly according to the annual district calendar. All other classified employees will be paid on the 20th. If the 20th falls on a weekend or a holiday being observed by the District, payroll shall be distributed on the closest workday to the 20th of the month.
3. All payments to employees will be made by direct deposit. A deposit advice will be provided to each employee with the details of their pay. There is a charge of \$3.00 for replacement or duplicate deposit advices.
4. Persons employed in a 9-12 month position will be paid over twelve (12) months in equal installments. This option is not available to hourly employees.
5. Payments will not be issued to licensed staff members before a valid license of authorization has been registered with the Human Resource Services Office. Any variation from this regulation must be in writing from the Director of Human Resources.
6. If an error is made in the calculation of an employee's paycheck, the employee should notify their supervisor of the error immediately. The supervisor is responsible to work with Payroll and/or Human Resource Services to research and correct if necessary, the error.

If it has been determined that an error occurred it exceeds \$100.00 it will be handled as follows:

- If the District Office is the source of the error, the error will correct it within 24 hours of it being reported.
- If the supervisor is the source of the error, the error will be corrected within 3 working days.
- If the employee is the source of the error, the error will be corrected on the employee's next paycheck.

Any error of less than that \$100.00 will be included in the employee's next paycheck.

The employee, supervisor, Human Resources Services and Payroll share responsibility for the accuracy and timely processing of payroll information.

7. In order to facilitate the calculations of the payroll, all time cards and other necessary records must be received by the Payroll Office as noted on the annual district calendar.
8. In order to facilitate input on wage calculations, all Personnel Action Notices must be received by the Office of Human Resource Services as noted on the annual district calendar.
9. All supervisors are responsible for notifying the Human Resource Services Office when an employee terminates his/her employment, takes an unauthorized leave, transfers or when any other movement occurs that may affect that employee's pay, leave or benefits.
10. Hourly employees will record hours worked to the nearest quarter hour (1/4 - .25, etc.) on a daily basis. Any time over 7 minutes should be rounded up to the next quarter hour.
11. All employees must attend the first scheduled employee orientation upon being hired. This will ensure the timeliness of their pay and the completeness of their required paperwork.
12. W-2's will be provided to each employee annually by January 31 each year. If an employee needs a replacement or duplicate of any W-2 previously issued, a \$15.00 fee will be charged for each W-2 requested.