

Payroll Details

Salaries are paid on a twelve month basis for full time certificated employees.

All employees (certificated and noncertificated) will be paid on the 28th day of each month. If the 28th falls on a Saturday or a holiday, checks will be available the day before. If the 28th falls on a Sunday, checks will be distributed on the following Monday. When checks need to be mailed, they will be sent out on the 28th.

Direct deposit is available for regular employees. A direct deposit authorization agreement must be completed and on file at the district office no later than the 10<sup>th</sup> day of the month in which the direct deposit is to begin.

Payroll for noncertificated personnel will be computed beginning the sixteenth day of the month to the fifteenth day of the following month.

Payroll deductions may be made for professional dues, health and life insurance, approved credit unions, and other district approved benefit programs, e.g. 125 plans, 157 plans, and tax-sheltered annuities.

Request for payroll deductions for annuities must be made on a district provided annuity authorization form in writing to the Human Resources Department. Requests to start a new annuity, change annuity companies or change annuity deductions must be made either between September 15 and October 15 or March 1 and April 15 of each calendar year. An employee may terminate deductions at any time. An employee may not request withholding for more than two annuity companies at any one time.

Dates and times for enrollment or enrollment adjustments in employee insurance programs shall be in accordance with the contract agreement between the insurance provider and the School District.

Policy History:

Adopted on: June 9, 2008

Revised on:

Prior district policy II-C