

Code: DLA
Adopted: June 24, 2006
Revised: May 16, 2023

Payday Schedule

Mineral County School District payroll system is on a regular semi-monthly basis. The timeline for payroll is as follows:

The payroll cycle is as follows: (Per CBA 16-4) Classified employees will be paid semi-monthly, on or before the 10th and 25th of the month. If the payday falls on Saturday, Sunday, or Monday Mineral County School District will pay on the previous Friday. The 10th payroll represents time worked/taken from the preceding 16th through the 30th or 31st. The 25th payroll represents time worked/taken from preceding 1st through 15th. All employees follow the same payroll schedule.

The payroll clerk will notify Supervisors/Secretaries of time sheet deadlines for the upcoming school year. This allows the payroll clerk adequate time to process the payroll. (Any timecard not turned in within the 3 days, will be processed in the next pay cycle.

A Check or ACH deposit will be issued by the 10th and the 25th day of each month.

END OF POLICY

Legal Reference(s):