

ACCOUNTING: PAYROLL PROCEDURES CFE (REGULATION)

PAYROLLS

The following guidelines apply when submitting payrolls to the District:

1. The payroll must be submitted in accordance with the TEA *Financial Accountability System Resource Guide*.
2. All forms must be signed, with an original signature or an electronic signature, by the supervisor.
3. All forms must be submitted to the payroll department, by deadlines specified on the payroll website.

DIRECT DEPOSIT

All regular payroll distributions are required to be made by direct deposit to each employee.

ISSUING CHECKS

Procedures for issuance of checks are as follows:

1. Checks will be issued on the date identified on the payroll website.
2. Checks must be picked up in person at the business office.

PAYROLL CYCLES

The following annual pay cycles* apply for employment classifications in the District:

EMPLOYEE CLASSIFICATION	PAY CYCLE
Professional Personnel	Monthly
Secretaries, Clerks, and Aides	Monthly
Maintenance, Custodial, Transportation, and Food Service Personnel	Bi-weekly

*The pay cycles exist solely for budgetary purposes and do not represent a term of employment for noncontractual personnel.

APPROVED – JANUARY 2015