



PAYROLL

Employees will be paid bi-weekly, every other Friday. Starting January 2012, the District will require the use of direct deposit of an employee's payroll compensation. An employee's net compensation (wages less deductions) is deposited into a checking or savings account as long as the financial institution is connected to the Automated Clearing House (ACH). The direct deposit option guarantees that the employee's compensation will arrive at the designated financial institution on payday and eliminates the possibility of a check being lost. Notification to payroll in the Human Resources Office is required if financial institutions are changed or a current account is closed.

Starting October 2013, the District will require employees to access their advice of deposit through Employee Access on the District website at <https://skyfin.pointschools.net/scripts/wsisa.dll/WService=wsFin/skyportlogin.w>. Payroll will no longer be printing and distributing these for employees.

An employee is able to amend the W-4 form at any time and should return an amended form directly to payroll in the Human Resources Office.

Unless an employee is working in an exempt position under the Fair Labor Standards Law (FLSA), all hours worked must be recorded and submitted to the payroll department through True Time each Monday. If additional hours are worked, the direct supervisor/principal must approve additional hours in advance.

Employees are required to enter regular scheduled work hours and any additional hours on True Time, which will automatically be forwarded to the direct supervisor/principal for approval upon timesheet submission.

The pay date schedule will be adjusted and communicated every 11 years due to calendar "creeps" and leap years.

Reference:	<i>Board Policy 3510</i>	Payroll Authorization
	<i>Board Policy 3520</i>	Payroll Deduction
	<i>Board Policy 3700</i>	Fair Labor Standards Act (FLSA)