

Policy

PAYROLL AUTHORIZATION

Employment of all district personnel whether by the year, term, month, week, day or hour in contract, temporary, or substitute form must be approved by the board. Authorization to pay follows there from.

Each motion of the board to employ or re-employ on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position title, the salary to be paid over the term of the contract and the period of employment. Each motion of the board to employ on a temporary basis (i.e., by the hour or day) shall include the name of the individual, the position title and the rate of pay. Motions regarding personnel actions noted in the board minutes, to include, but not be limited to, the appointment, promotion, resignation, retirement, death, discharge, compensation, or leave of absence for each employee. The minutes will also include effective dates for personnel action.

Approval for payment in the performance of special activities is required as follows: bedside instructors, as certified by the superintendent; coaches, as certified by the principal and superintendent; extracurricular advisors, as certified by the principal and superintendent.

Authorization is hereby given to withhold salary or wages for unapproved time off by action of the board secretary/business administrator.

The payroll journal shall be certified by the board secretary/business administrator and the president of the board, monthly. One warrant for the net amount of the payroll and a second warrant for all payroll deductions, together with district matching funds and administrative charges, shall be deposited to special accounts for disbursement by the treasurer upon receipt of the certified payroll.

Staff members shall be paid in accordance with the provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

At least once every three years, between the months of September through May, the superintendent shall require each district employee to report to a central location(s) and produce picture identification and sign for release of his or her paycheck or direct deposit voucher (N.J.A.C. 6A:23A-5.7). The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency.

The superintendent shall designate an appropriately qualified staff member to match the picture identification to the position control roster maintained by the office of personnel or human resources prior to release of the pay check or direct deposit voucher. If the district elects to conduct this payroll verification prior to the district's required implementation of the position control, the district may use similar and suitable office of personnel or human resources generated listing of employees (N.J.A.C. 6A:23A-6.8). Where no appropriate identification can be produced, the business administrator/board secretary shall withhold paychecks or stop direct deposits until such time the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded, as appropriate to the circumstances.

Upon completion of the payroll check distribution verification procedures, the superintendent shall submit a certification of compliance, in a form prescribed by the Department of Education, to the Executive County Superintendent. Verification of the district's compliance with the verification procedures will be required as part of the annual audit.

The payroll journal will be certified by the board secretary, the president of the board, and approved by the superintendent.

PAYROLL AUTHORIZATION (continued)

Adopted: July 14, 2004
 NJSBA Review/Update: June 2015
 Readopted: August 12, 2015

Key Words

Payroll Authorization, Salary Checks

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:16-8 <u>N.J.S.A.</u> 18A:16-9 <u>N.J.S.A.</u> 18A:16-13 <u>N.J.S.A.</u> 18A:29-3 <u>N.J.S.A.</u> 18A:66-30 <u>N.J.S.A.</u> 18A:66-32 <u>N.J.S.A.</u> 18A:66-78 <u>N.J.S.A.</u> 18A:66-127 <u>N.J.S.A.</u> 40A:9-17 <u>N.J.S.A.</u> 52:14-15.9 et seq. <u>N.J.A.C.</u> 6A:23A-1 et seq. <u>See Particularly:</u> <u>N.J.A.C.</u> 6A:23A-5.7 <u>N.J.A.C.</u> 6A:23A-6.8	Salary deduction for government bonds Responsibility of board Entering into group life, hospitalization, health and accident insurance contracts Summer payment plans; continuance of plan to raise funds Employee's consent to deductions Employer's duties Teacher's pension and annuity fund: additional death benefits; contributions; adjustment Tax sheltered annuities Payment to credit unions Public Employee Charitable Fund-raising Ac Accountability regulations
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Possible

<u>Cross References:</u>	*3100 Budget planning, preparation and adoption *3326 Payment for goods and services *3570 District records and reports 3571 Financial reports *3571.4 Audit
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*Indicates policy is included in the Critical Policy Reference Manual.