

3
4 BUSINESS OPERATIONS

5
6 Series 800

7
8 Policy Title Payroll

Code No. 802.70

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11 All employees will be paid on or before the 25th day of each month.

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13 The payroll department is responsible for preparing and distributing all payroll.

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15 All certified staff will be paid based upon the teacher negotiated agreement; all classified staff
16 will be paid based upon the board approved salary schedules. Any exceptions must be
17 approved by the superintendent.

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19 The district offers direct deposit to all employees. All employees are encouraged to participate.

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21 A. Payroll Changes

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23 The payroll department will process all changes received before the 8th of each month.

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25 1. All changes in insurance coverage which effect the cafeteria plans will be
26 submitted to payroll by the personnel department.
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28 2. All account code changes must be submitted by the controller or the budget and
29 finance manager.
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31 B. New Hires

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33 1. New hire worksheets will be completed by the personnel department and
34 forwarded to payroll as soon as possible. Attached to the new hire sheet will be:
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36 a. medical, dental and life insurance forms or written notification that
37 insurance is declined at this time.
38 b. W-4
39 c. direct deposit application
40 d. PERSI application
41 e. Optional insurance application(s)
42 f. cafeteria plan paperwork
43 g. I-9 form
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45 C. Terminations

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47 1. All termination paperwork will be submitted to payroll by the personnel
48 department. The information must be complete, including the last day worked.
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50 2. If an employee submits a written request to receive his/her final paycheck at
51 termination, the request will be honored within 48 hours. Otherwise, the
52 employee will receive his/her final paycheck in the nest payroll run.
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54 D. Personal Changes

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56 1. The following changes can be made by the employee directly to the payroll
57 department:
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59 a. name

- 60 b. address
- 61 c. W-4
- 62 d. direct deposit
- 63 e. Tax Sheltered annuities (TS)
- 64 f. optional insurance, i.e. life, cancer and disability coverage etc.
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- 66 2. All changes will be submitted in writing.
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- 68 3. All changes must be received on or before the 8th day of the month in order to
- 69 guarantee that the change will be accomplished in the current month.
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71 E. Garnishments

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- 73 5. Any garnishment served to the district for any employee will be processed in the
- 74 current payroll.
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- 76 6. The payroll department will attempt to contact the individual employee before the
- 77 check is distributed.
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- 79 7. No garnishment will be reversed unless confirmed in writing by the originating
- 80 agency.
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