

AP 308.0 Payroll

Certified employees who are under contract are paid based on the terms of the contract. Most certified staff members will request and report leave through SubFinder. Non-teaching certified staff members will request and report leave on a timesheet. Administrators will request leave through Skyward Employee Access.

Classified employees will generally complete timesheets that should accurately reflect the hours worked. The timesheets will be submitted to the Payroll Department at the end of the month.

AP 308.1 Payroll Schedules

- a. Payroll is disbursed monthly on the twentieth (20) of the month or the last workday prior to the twentieth.
- b. Paychecks are sent to the employee's home building during the school year and mailed to the home address during the months when the employee is not scheduled to work. It is the employee's responsibility to notify the Payroll Department of any address changes.
- c. Notifications of deposit are available through Skyward Employee Access and will not be printed.

AP 308.2 Payroll Deductions

- a. Authorizations for payroll deductions must be on the appropriate form and signed by the employee.
- b. Changes to tax-sheltered insurance deductions can only be made during open enrollment unless there is a qualifying event as provided by IRS regulations.

Procedure History: Adopted: _____ Revised: 6/28/2011