

**PAYROLL**

**Hours of Work**

The normal workweek is Sunday 12 a.m. to Saturday 11:59 p.m. and consists of 40 hours.

**Payroll**

Payday is scheduled for the tenth (10th) day of each month. If the tenth (10th) falls on a weekend, payday shall be on the Friday prior to the beginning of the weekend. If the tenth (10th) falls on a holiday, payday shall be the business day prior to the holiday.

**Paycheck Distribution**

Payroll checks will be mailed. Direct deposit pay stubs will be posted online for employees to view and print at their convenience.

If a payroll check is held in the Human Resources office for pick up by an employee, the employee must be present and show appropriate identification to verify that the check belongs to him/her. If the employee is unable to pick up the paycheck, the employee must submit written authorization for another individual to pick up his/her paycheck. The individual picking up the paycheck must provide appropriate identification to verify that he/she is the person identified in the written authorization.

**Payroll Advance**

An employee may request a Payroll Advance for emergency purposes up to three (3) times in a Fiscal Year (July 1 to June 30). All requests shall be submitted in writing to the Executive Director of Human Resources.

Adopted by Board of Education:

Procedure #1.046 April 11, 1977

Changed to Administrative Procedure January 22, 1996

Revised December 4, 2013 (Formerly Admin. Policy 6.2.016)

Revised May 3, 2017