

Descriptor Term: PAYROLL PROCEDURES/SCHEDULE	Descriptor: DKA	Issued: Draft 2-21-13
	Rescinds: DKA	Issued: 5/09/2000

The salary of employees of the District will be approved by the Board and payable through a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay, with the exception of certain hourly position employees who will be eligible to receive their salary on a biweekly payroll schedule.

The Director of Human Resources shall establish the monthly or hourly compensation of each employee and provide that salary amount to the Director of Finance for the purpose of issuing payroll checks.

Employees ~~who receive their compensation through direct deposit~~ will receive an earning and leave notification statement on the same scheduled payroll date.

In December, salaries or wages shall be paid on December 15 or the next business day after that date.

EXHIBITS

None

REFERENCES

None

FORMS

DKA 1.0510 TPSD Payroll Direct Deposit Form

[Attach DKA 1.0510 TPSD Payroll Direct Deposit Form]