

PAYROLL COMPENSATION SCHEDULE

All full-time contracted employees shall receive their annual salary in 12 monthly installments regardless of the period of time actually worked.

All part-time contracted employees shall be paid on a daily and/or hourly rate based upon time worked during each monthly pay period. All substitute, temporary, and other non-contracted employees shall be paid on a daily and/or hourly rate based upon time worked during each monthly pay period.

Principals and other applicable administrative personnel are to submit authorized time sheets and summary payroll reports to the Financial Services Office by the first business day, typically Monday, following the end of the monthly pay period. A monthly pay period schedule is prepared and distributed annually by the Financial Services Office.

Employment compensation will be paid on the last business day of each month unless otherwise specified. Employees hired prior to January 1, 2010, who are issued paper payroll checks will be permitted to continue receiving such although direct deposit is strongly encouraged. The Alleghany Highlands School Board shall not be responsible for payroll checks once they have been transferred from the School Board Office via the United States Postal Service or interschool mail. Cancellation and reissuance of lost or misplaced payroll checks may take up to 10 business days.

Employees hired after January 1, 2010, will receive their monthly employment compensation via direct deposit. Employees who do not have a deposit account with a qualified financial institution, or who fail to provide such information to the Financial Services Office, will receive their monthly employment compensation via direct deposit to a payroll debit card issued by the School Board's financial institution.

To help ensure timely and accurate payment of employment compensation, the Financial Services Office should be promptly notified of address changes, banking changes, and benefit deduction changes.

Adopted: November 14, 2022

Cross Refs: DL Payroll Procedures