

400.8L PAYROLL CHECKS/DIRECT DEPOSITS

I. PAY FREQUENCY:

- A. Twice a month for all normally fixed-hour school staff services -15th and the end of the month.
- B. Twice a month for all time card vouchered employees, and extra pay claims. Time cards and extra pay claims due in the District office the Monday following the week of services.
- C. Once a month for all short term teacher substitutes, bus driver substitutes, and extra bus driving hour's cleaners, student summer recreation coaches/assistants, and student kitchen helpers.

II. PAY DAYS:

- A. Two Payroll Cycles:
 - 1. All voluntary employee salary deductions for dues, insurance, etc. will be deducted from the 15th payroll, with the exception of flexed medical /dependent care, annuities, health insurance, and United Way, which will be deducted equally from each payroll.
 - 2. The end of the month (second half) will have flexed medical/dependent care, annuities, health insurance, and United Way only.
- B. Direct Deposits/Checks
 - 1. Direct deposit payroll shall become mandatory for all regular employees on July 1, 2001. Exceptions are, occasional substitutes, temporary summer and kitchen helpers, and employees who object to the direct deposit of payroll earnings or those who fail to provide needed bank account information for authorizing direct payroll deposits.
 - 2. Direct Deposits will be credited to an employee's bank account the morning of any given payday.
 - 3. Checks will normally be available by noon
- C. Pay Day Exceptions: (for Mid-Month - 15th)
 - 1. If the normal payday falls on a Saturday, the checks/direct deposits will be issued/credited on the previous Friday.
 - 2. Sunday pay dates will cause the checks/direct deposits to be issued/credited on the following Monday.
 - 3. Pay dates falling on FDIC holidays will cause checks/direct deposits to be

issued/credited on the following day.

4. School vacations will cause the checks/direct deposits to be mailed or be available to be picked up if the District office is open.

D. Pay Day Exceptions: (for End of Month - 31st)

1. If the normal payday falls on Saturday the checks/direct deposits will be issued/credited on the previous Friday.
2. Sunday pay dates will also cause the checks/direct deposits to be issued/credited the previous Friday.
3. School vacation and holiday pay dates will also cause the checks/direct deposits to be issued/credited on the working day prior to that vacation or holiday.

III. PAYROLL DURATION:

A. Support Non-Certified -

1. Cooks, Bus Drivers, Assistants, etc. will be paid over nine or twelve months.
2. Clerical and Custodial full time annual staff members and any clerical or assistants with more than the contracted teacher days will be paid over twelve months.

B. Professional Staff -

1. Twelve Month Payments:

The July and August checks/direct deposits will be issued under the same procedures (15th and 31st) as explained in #II in July and August by mail unless written request is submitted to the payroll department by the end of the school year requesting the July and August checks/direct deposits be issued along with the last June check/direct deposit.

2. Extra Curricular Payments:

Voucher as services are rendered. Due in District Office by first day of the month following services.

IV. WAGE WITHHOLDINGS:

Subdivision A. Income Tax and FICA: These will be withheld in accordance with state and federal laws.

Subdivision B. State Retirement Funds:

Section 1. PERA for Support Staff: All non-certified staff participate according to state laws and have withholdings taken for retirement contribution on all wages paid by the school district.

Section 2. TRA for Certified Staff: Teacher retirement deduction will be made according to law on all wages earned regardless of service performed.

V. PAYROLL AUTHORIZATIONS:

As per state law, all wage compensation require Governing Board Action.

The school board enters into unit contracts and hires individual employees as well as authorizes the superintendent to hire substitutes, seasonal, and temporary staff.

VI. ADDITIONAL POLICY HANDBOOK AND ADMINISTRATIVE RULES & STATE AND FEDERAL LAWS

Those items not covered in the above six areas will be dealt with through the areas stated in Topic V and through application laws and administrative regulations.

Legal Reference: MS 15A.018 RELATED ADMINISTRATIVE RULES: Appropriate information in staff policy handbooks and on employment notices were appropriate.