

PAYROLL SCHEDULES

Employees will be paid in 12, installments. Payday will be the last working day of the month, and checks will be distributed on payday or after 2:00 P.M. on the working day prior to payday. Employees will be given the option of having their pay deposited directly into their bank accounts upon arrangements with the payroll department.

Employee time sheets are to be maintained and completed for each pay period (Minimum of four week time period beginning and ending on or near the 15th of each month). Timesheets are available on the Division's website. Employees shall return completed timesheets to their immediate supervisor. The supervisor is required to sign and return timesheets to the Division's Human Resources Department.

Time sheets for persons not under contract, such as substitute personnel, will be delivered to the Division's Human Resources Department on the 15th of each month.

If any scheduled payday falls on a Saturday or Sunday, pay checks will be issued on the preceding Friday.

The Division's Human Resources Department should be notified in writing of any changes in name, marital status, address, and termination of employment. In cases of change in name and/or marital status, new tax forms must also be submitted.

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