

DKA – PAYROLL PROCEDURES

All salaries and supplements paid to regular staff members, substitutes or part-time personnel, and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Payroll Schedule

The School District payroll occurs in accordance with the annually published schedule. Requests for salary advances will not be approved.

Payroll Deductions

Payroll deductions are allowed. They are subject to the limitation of the accounting software capabilities. Authorized payroll deductions include, but are not limited to:

1. Tax Sheltered Annuities
2. Union Dues
3. Insurance Premium Contributions

All payroll deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Adopted: October 19, 2017