

ADMINISTRATIVE PAYROLL PROCEDURES

1. Monthly payroll dates for administrative personnel are set on the 20th of each month, July through June. If the 20th falls on a weekend, holiday, or business office closure, the payroll date will be the work day preceding the weekend, holiday, or business office closure.
2. Administrative personnel are encouraged to take the option of direct deposit of their payroll checks.

Deductions

Except for deductions required by state and federal law, or for absences not covered by paid leave, salary deductions shall be allowed only upon authorization by the employee and approval by the Board.

Voluntary deductions are approved by the Board. For all voluntary deductions, the employee shall complete a form authorizing the deduction.

Portions adopted: 10/22/73 06/23/75 02/14/77

Revised: 7/18/84 05/28/85 06/23/86 04/18/90 06/08/98 03/08/00 12/8/04 07/21/21; 12/13/2021

School District #1, Sweetwater County, Wyoming