

CLASSIFIED PAYROLL PROCEDURES

1. Monthly payroll dates for classified personnel are set on the 12th of each month. If the 12th 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. Classified personnel are encouraged to take the option of direct deposit of their payroll checks.
3. When a time sheet is used, classified personnel are required to complete and sign accurate and complete time sheets disclosing hours worked in accordance with File DLA "Staff Time Schedules and Timekeeping." All time sheets must be signed by the employee and employee's immediate supervisor. All classified staff are accountable for their time and are required to adhere to their scheduled hours.

Deductions

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

Classified personnel are encouraged to take the option of payroll deduction for the District Daycare.

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; 12/8/04; 1/12/15; 07/21/21; 12/13/2021; 8/14/23

Cross-referenced: Policy DLA Staff Time Schedules
and Timekeeping

School District #1, Sweetwater County, Wyoming