

ACCOUNTING: PAYROLL PROCEDURES
PAYDATE PROVISIONS

CFE
(REGULATION)

PAY SCHEDULE
FOR NON-EXEMPT
PERSONNEL

Individuals employed in one of the para-professional, auxiliary, support personnel or substitute categories will be paid on a semi-monthly calendar, with pay dates being the fifteenth (15th) of the month and the last working day of the month. If the fifteenth falls on a weekend or holiday, the pay date will be the previous workday.

PROFESSIONAL
STAFF

All professional employees will be paid on the last working day of the month, using the approved calendar for the current school year.

All employees will pick up their payroll checks at the building or campus to which they are assigned. This would apply during intersession. If the payroll check is not picked up on pay day, it will be returned to the Payroll Department the next business day.

Substitute pay checks will be mailed prior to pay date. In the event that the check does not reach the employee after five (5) workdays, the employee must notify the Payroll Department in writing. A stop payment will be ordered, and the check reissued.

Employees will be required to notify the payroll department of any check that is received after a check has been reissued.

All employees with direct deposit will have a notification e-mailed to them at their district end-users email address. Employees can access their pay voucher online by logging into My.SISD.net.