

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 or a holiday, the payroll date will be the work day preceding the weekend or holiday.
2. Classified personnel are encouraged to take the option of direct deposit of their payroll checks.
3. In the rare occasion when a time sheet is used, classified personnel are required to complete and sign accurate and complete time sheets disclosing hours worked. All time sheets must be signed by the 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 and approval by the Board. The following deductions are required:

1. Social Security and Federal Withholding Taxes.
2. Absence not covered by paid leave.

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

1. Membership dues for recognized professional or trade organizations.
2. Deductions for employee contributions to the district's life and health insurance programs, flex plan, and other insurance, annuity, or deferred compensation programs approved by the Board.
3. Multiple direct deposits.
4. United Way deductions.
5. Foundation deductions.

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

Cross-referenced: Policy DL – R Payroll Procedures

School District #1, Sweetwater County, Wyoming