

PAYROLL PROCEDURES

Classified Employees

1. Time sheets or time clock entries are required from all classified employees who are on an hourly basis. Date for time clock approvals is the end of each work week and the last day of each month. Following the end of each work week and/or the last day of the month, all time clock approvals by employees must be completed by 4:00 p.m. the next business day and supervisors must have approvals completed by 4:00 p.m. the second business day. Time sheets must be signed by the classified employee's supervisor and received by the accounting office by the first business day of the following month. Only an approved supervisor can make corrections to an employee's time entry. All classified staff are accountable for their time and are required to adhere to their scheduled hours.
2. Pay deductions for absences not covered by sick leave or vacation leave will be made at the hourly rate of pay.

Issued and approved by the Board 2/14/77

Revised: 07/18/84; 3/8/00; 1/12/15

Cross-referenced: Policy DLB – Payroll Procedures

School District #1, Sweetwater County, Wyoming