

BUSINESS SERVICES

BOARD OF EDUCATION – COMPENSATION/BENEFITS

PAYROLL

PAYROLL PROCEDURES

- A. Personnel Requests  
All requests for personnel and extra duty assignments shall be made from the Human Resources Office through the principal/division head utilizing the prescribed forms and procedures.
- B. Absences  
A monthly summary of absences shall be prepared for all regular employees. Each employee shall verify his/her absences by signing the appropriate line on the summary form. The absences shall be verified by the principal/division head and the report forwarded to the Payroll Office monthly. All absences of one week or more in duration shall be reported to the Payroll Office by phone.
- C. Overtime  
Overtime may be worked only upon expressed authorization of the employee's supervisor and must be approved in advance by the principal/division head. Overtime worked shall be submitted on a time card signed by the employee and principal/division head.
- D. Time Cards  
Employees required to submit time cards, such as substitutes, shall be responsible for keeping their own cards. Entries must be properly completed showing time worked and shall be signed by the principal/division head for each day worked. Time cards shall be submitted to and received by the Payroll Department according to the published schedule.
- E. Warrant Distribution  
Regular monthly payroll warrants shall be sent to school sites/work locations for distribution. Variable payroll warrants will be mailed or sent to the work location as appropriate. Employees may not pick up warrants in the Payroll Office. Arrangements may be made for direct warrant deposits to selected local banks.

Legal Reference: Education Code 35250

Revised: March 29, 1988 (name of division corrected 1/03)