

<b>Category:</b>  <b>7000 PERSONNEL</b>	<b>Policy Number:</b>  <b>7315</b>
<b>Policy Title:</b>  <b>Payroll</b>	<b>Effective Date:</b>  <b>April 8, 2003</b>
<p>All payments to district employees must pass through the payroll process to ensure adherence to all applicable laws.</p> <ul style="list-style-type: none"> <li>◆ Federal, State and PERSI Laws</li> <li>◆ Board Policy</li> <li>◆ Federal, State, and District Timelines</li> <li>◆ Overall Accuracy: subject to audit at any time.</li> </ul> <p><b>Legal Reference: Idaho Code 33-506</b></p> <p>Reference: Policy 7240, "Overtime Hours"  Policy 7340, "Substitute Pay"  Policy 7350, "Tax Sheltered Annuities"  Policy 7390, "Workman's Compensation"  Procedure 7315p "Payroll"</p> <p style="text-align: center;"><b>Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</b></p>	

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<b>Policy Title:</b>  <b>Payroll</b>	<b>Effective Date:</b>  <b>November 18, 2009</b>

**Payroll Periods**

The district shall issue one payroll per month. Salary payments will be prorated on a twelve-month basis, except for supplementary contracts and temporary positions.

Pay for special assignments and supplemental contracts will be paid in sub-parts or in full payment at the completion of the activity assignment, as selected by the employee and authorized by the board. The payroll for temporary positions will be paid based upon time sheets approved by the appropriate administrator.

All adjustments to an employee’s paycheck during the payroll period will be documented by written approval.

**Payroll Timelines**

Payday is on or before the 20<sup>th</sup> of each month. Payment for hours worked by substitutes or temporary employees will be one month behind, i.e., September hours are paid in October.

Employee absence forms/substitute claim forms should be forwarded to the District Office, at a minimum, once a week. Time sheets and claim vouchers must be submitted no later than the 5<sup>th</sup> of the month.

All payroll deduction changes must be received by the District Office no later than the 5<sup>th</sup> of the month, with the exception of 403(b) and 401(k) changes. These must be in by the last day of the month to be included with the next month’s payroll.

**Payroll Deductions**

Compulsory payroll deductions shall be made as required by Idaho and Federal Law. Optional deductions will be made upon written request by the employee.

Employees of the District shall designate all payroll deductions for annuities, insurance, etc., on or before September 10, of the current school year

Employees may make payroll deductions changes during the school year for the following reasons:

- 1. Marriage
- 2. Birth or adoption of a child

A five dollar (\$5) processing fee will be deducted for each payment made for wage garnishment.

**Direct Deposit**

Employees may arrange to have their paychecks deposited directly into their banks by signing a written request.

The district office must be made aware of any changes to the direct deposit, including cancellation due to the account being closed, fifteen (15) days before payday.

If a timely notification of the change is not received, the employee will have to wait until the office receives notification that the funds have been returned to the district’s bank before a manual check will be cut.

Reference: Policy 7315 “Payroll”