

PAYROLL PROCEDURES/PAYDAY SCHEDULES

All salaries and supplements paid to all employees are paid in accordance with the schedule approved by the School Board. If the School Board sets the school calendar so that the first day students are required to attend occurs prior to August 15, the School Board shall establish a payment schedule to ensure that all contracted personnel are compensated for time worked within the first month of employment. The School Division will maintain records that accurately reflect the compensation and related benefits of each employee.

The School Board will pay regular employees based upon the established pay cycle. To the extent possible, all employees must have their pay deposited directly into their bank accounts as a condition of employment. Employees are responsible for providing up-to-date and accurate direct deposit information in a timely manner.

The Department of Human Resources must be notified in writing of any changes in name, marital status, address, and termination of employment. In cases of change in name and/or marital status, new tax forms must also be submitted.

Adopted: July 1, 1993
 Amended: July 10, 2008; May 12, 2016; May 10, 2018; June 9, 2022
 Reviewed: October 14, 2004
 Equity Review: June 9, 2022

Legal Refs.: 26 U.S.C. § 409A
 Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296

Cross Refs.: *DK, Payment Procedures*
DLB, Salary Deductions
GCA, Personnel Definitions
IC/ID, School Year/School Day