

MEMORANDUM SRS-449

TO: School Board
FROM: Office of the Superintendent
DATE: March 25, 2008
RE: Payroll Period

Payroll Period:

Quote from Classified Handbook:

“Classified employees working a pre-determined schedule will receive their pay in equal monthly installments covering the period beginning the 1st of the month through the 31st of the month **the 16th of the month through the 15th** of the following month. For such employees, timesheets are required at the discretion of the supervisor. Timesheets are required for hours worked in excess of the pre-determined schedule. Leave slips are required for all absences.

Regular classified employees are eligible for a mid-month draw. Contact the District Payroll Specialist for an application.

Justification:

First Paragraph: *Pay periods actually are from the 16th through the 15th.*

Second Paragraph: *According to IRS regulations, all taxes must be paid when employees are paid. Mid-month draws cannot continue as such. Because of the amount of time required to process payroll, the business office would like to go to a once-a-month payroll for all staff. Right now certificated staff plus those classified employees who have not requested a mid-month are paid once a month.*

Recommended Action:

Delete the sentences that are underlined from the Classified Handbook. Mid-month payrolls will be eliminated and full payroll will be done once a month.

