

**PAY PERIODS/PAY CHECK DISTRIBUTION**

**Purpose:**

To establish a pay schedule in order to comply with wage and hour regulations governing payment of wages.

**Scope:**

This policy applies to all full and part-time personnel of the district.

**Policy:**

It is the policy of the district to pay wages to full-time employees on a weekly basis and part-time employees on a monthly basis.

**Guidelines:**

- A. The payroll periods for full-time personnel are weekly running from Sunday to Saturday, and paychecks and deposit information will be distributed to personnel on the Wednesday following the end of the payroll period.
- B. Payroll periods for part-time personnel are monthly running from the first to the last payroll period of the month, and paychecks and deposit information will be distributed to personnel on the Wednesday following the last payroll period of the month.
- C. Each payday, personnel will receive a deposit statement or check stub reflecting gross pay, deductions, and net pay. State, federal, and social security taxes and employee contributions to company benefit plans will be automatically deducted.
- D. If the normal payday occurs on a holiday observed by the district's administrative office, personnel will be paid on the last working day immediately preceding the regular payday.
- E. An employee paycheck or deposit advice will be given only to the employee unless prior authorization, through notification of the payroll group, is provide for it to be given to someone else.
- F. The employee should report any error with paychecks to the Administrative Assistant to correct any errors.