

PAYROLL PROCEDURES

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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 Board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division maintains records that accurately reflect the compensation and related benefits of each employee.

The Department of Human Resources should be notified in writing of any changes in name, marital status, address, and/or termination of employment. In cases of change in name and/or marital status, new tax forms must be submitted to the Financial Services Department, Payroll Office.

- Adopted: October 24, 1996
- Amended: May 29, 2008
- Amended: December 3, 2015
- Amended: December 5, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

- Cross Refs.: DK Payment Procedures
- DLB Salary Deductions
- IC/ID School Year/School Day