

PAYROLL PROCEDURES/PAY DAY SCHEDULES

Professional employees will be paid in 12 or 11 installments depending on their contract. Checks for all contracted personnel will be distributed on the last working day of the month for 12-month contract personnel. Contracted personnel will have their pay deposited directly into their bank accounts upon arrangements with the Finance Office. Checks for the month of December will be issued at the close of school for the Christmas break.

Time sheets for persons not under contract, such as substitute personnel, will be delivered to the payroll office on the 15th day of the month. Checks will be issued on the last working day of the month.

The payroll office should 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: November 11, 1996

Revised: May 14, 2015

Legal Refs.: Code of Virginia, 1950, as amended, Secs.22.1-78, 22.1-296