

PAYROLL

Payroll payments for all District employees shall be on the 15th and 30th of each month or the last day of February or the Friday before this date if a payday falls on a weekend or holiday. Payroll payments will only be distributed to the employee and will not be distributed early.

At the beginning of the school year, regular full-time and part-time school year employees will be given the option of being paid on a school year or twelve month payroll basis. Annually, each such employee will be required to submit written authorization to the District office to confirm the payroll option. The default payroll selection for such school year employees shall be on a school year basis.

Pay rates for new employees will be established by the district prior to the time work is performed. All documents required for payroll purposes must be provided to the District office on or before the due date for payroll processing.

If an employee believes that an error has been made regarding his or her compensation, the employee must contact the District office immediately. Reports of payroll errors will be promptly investigated. If it is determined that an error has been made and timely reported, the error shall be promptly corrected.

DIRECT DEPOSIT

The District will pay employees through direct deposit to an account at a financial institution of the employee's choice. Employees will provide the District office with information needed to accomplish the direct deposit payroll process. Employees must enroll in direct deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the direct deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law. Only one (1) financial institution account number may be selected for direct deposit for the employee. The direct deposit slips will be provided or mailed or accessible to each employee on each pay date.

West Salem School District
Policy 671.1

Changes to information regarding direct deposit shall be received by the District office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided to the District office.

APPROVED: April 10, 1981

REVISED: October 1990
December 6, 1994
March 26, 2007
January 25, 2010
April 9, 2012