

# A. W. BEATTIE CAREER CENTER

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: June 15, 2000

REVISED:

## 614. PAYROLL AUTHORIZATION

### 1. Authority

Employment of all permanent, temporary and part-time school personnel must be approved by the Joint Operating Committee. The Joint Operating Committee shall authorize payment of salaries to employees.

Actions by the Joint Operating Committee to employ or to reemploy on a contractual basis shall include the name of the individual, position title, salary, period of employment, position classification, and budget category to which the wages are to be charged.

Actions by the Joint Operating Committee to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification, and period of time during which such authorization is valid, and budget category to which wages are to be charged.

The minutes of Joint Operating Committee meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.

### 2. Guidelines

Payrolls shall be paid from a separate fund to be known as the payroll account.

1. Deposits to the payroll account shall be by drawn check on the operating and administrative fund, subject to all controls surrounding the issuance of checks, and in the amount required to cover the total amount of the current payroll plus any withheld amounts due for FICA taxes and similar deductions which are held in escrow for periodic payment on a longer schedule than the bi-monthly payroll.
2. Disbursements from the account shall be made by a separate series of payroll checks or direct deposit, serially numbered and subject to the same controls as are established for all checks.

A payroll register shall be prepared on prescribed forms or printouts to support the amounts of the individual payroll checks. The register shall provide for listings of gross pay and all applicable deductions. The totals of the deductions shall determine the amount of checks drawn to depositories or taxing authorities for transmittal of such deductions.

Payroll checks shall be prepared twice each month. Payroll dates shall be the 15th and 30th, or the nearest prior date if these dates fall on a Saturday, Sunday or holiday. The Joint Operating Committee reserves the right to pay on the first working day after a weekend or holiday if uncontrollable circumstances exist.

In the case of overtime pay, pay for special assignments and pay for substitutes, the payroll check on the 15th and 30th of the month immediately following completion of these services shall include payment for such services provided the business office is notified in time to make the adjustments.

Overtime payments shall be made to nonprofessional employees who work in excess of their regularly scheduled hours per week provided they are not awarded compensatory time.

POL. 530

School Code  
508, 522,607,  
624, 1155