



"To Build Knowledge and Skills for Success Today and Tomorrow"

Proposed Revised File: DL

PAYROLL PROCEDURES

Paydays for teachers, administrators and contracted professional/technical staff will be on the 21st day of each month.

Payroll for support staff and hourly professional/technical staff will be based on a bi-weekly reporting/pay period and processed every other Friday. Personnel shall complete a timesheet every two weeks, and timesheets shall be due on the Tuesday following the second Friday of the pay period.

Deductions will be made from the paychecks of all employees for federal income tax, Social Security, and state retirement. In addition, deductions may be made for employee contributions to group health insurance, group life insurance, deferred compensation plans, or any other similar programs that may be approved by the Board.

The business manager may establish minimum participation numbers for specific payroll deductions and may designate enrollment periods.

LEGAL REFS.: SDCL 3-10 et seq.
3-11-1 et seq.
3-12-46 et seq.
3-13-49 et seq.

Revised July 9, 2012; October 13, 2009
Adopted July 14, 1986