

Banks School District 13

Code: **DL-AR**
Adopted: 3/27/89
Readopted: 7/10/00
10/13/03
Orig. Coe(s): DL-AR

Payroll Procedure

The authority to place an individual on the payroll will be in the form of a signed contract and a Notification of Personnel Status.

The payroll process generates monthly checks of 1/12 of the contract. Any exceptions are entered manually on the payroll worksheets from the signed reports submitted by the principals.

Substitute teachers and classified are paid on a daily or hourly basis of time actually worked.