

PAYROLL PROCEDURES / PAYDAY SCHEDULES

CONTRACTED EMPLOYEES WILL BE PAID IN 24 INSTALLMENTS. CHECKS FOR ALL CONTRACTED PERSONNEL WILL BE DISTRIBUTED ON THE FIFTEENTH DAY AND THE LAST WORKING DAY OF THE MONTH. THE LAST CHECK 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 OR BEFORE THE 22ND OF THE MONTH. THE PAY PERIOD FOR NON-CONTRACTED PERSONNEL RUNS FROM THE 21ST OF THE MONTH, AND ENDS WITH THE 20TH OF THE NEXT MONTH. CHECKS WILL BE ISSUED ON THE LAST WORKING DAY OF THE MONTH.

IF ANY SCHEDULED PAYDAY FALLS ON A SATURDAY OR SUNDAY, PAY CHECKS WILL BE ISSUED ON THE PRECEDING FRIDAY.

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: March 7, 1994 (Effective: July 1, 1994)
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Legal Ref.: Code of Virginia, 1950, as amended, Sec. 22.1-296

Cross Ref.: DL Payroll Procedures