

# HORTONVILLE AREA SCHOOL DISTRICT

**Title:** Payday Schedule

**Date Adopted:** 2/28/94

**Policy No.** 10052

**Date Revised:** 6/24/08

**Page 1 of 1**

**Policy Statement:**

A payday schedule will be established for the payroll payment to employees.

**Rationale:**

Employees need to know when they will be paid.

**Scope:** District-wide

**Responsibility:** Director of Business Services

**Implementation:**

All payrolls shall be issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month, except as follows:

1. If either of these days falls on a non-working day, advice of deposit slips will be issued on the last working day preceding the 15<sup>th</sup> or the 30<sup>th</sup>, except as otherwise provided.
2. The second payroll date in February shall be on the last working day of the month.

The payroll is transmitted using direct deposit, which means the net payroll amount shall be deposited in the employee's chosen bank account.

**Associated Information:**

President

*Bill Murphy*

Date 6/24/08

Clerk

*Paul J. Thomas*

Date 6/24/08