

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

FINANCES
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PAYDAY SCHEDULE

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

Implementation:

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

- A. 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 15th or the 30th, except as otherwise provided.
- B. 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.