

# Hardeman County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Payroll Procedures</b>	Descriptor Code: 2.802	Issued Date: 01/10/13
		Rescinds: DJC	Issued: 12/16/99

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## Central Office

If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period. The payroll will be dated on the date checks are distributed to employees.

Payroll procedures shall be as follows:

1. Normally the pay period will end on the 25th of each calendar month. An exception to this rule is the December pay period in which employees will be paid on the last working day before dismissing for the Christmas Holidays.
2. All certified personnel have the option of either ten (10), or twelve (12) month installments.
3. All personnel shall be paid monthly for which they are employed.

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

Cross References:  
  
Compensation Guides and Contracts 5.110  
Resignation 5.204  
Retirement 5.205