

The District issues electronic payment for all payrolls. Paper checks are not issued. All district personnel shall receive their payroll information via direct deposit on the 15<sup>th</sup> and 30<sup>th</sup> of the month. When the 15<sup>th</sup> or 30<sup>th</sup> of the month falls on a Saturday, Sunday or on a bank holiday, payment shall be made on the preceding business day. District employees shall receive all payroll information electronically. All other staff will have a deposit of advice mailed to the address on file.

Cross Ref.:      Current Employee Agreements  
                     671.3, Salary Deductions

Revised:

**Adoption Date:** 10/11/82

**Revised:**      March 1994  
                     April 2002  
                     July 2009  
                     June 2024