

SUPERINTENDENT'S REGULATION 5-7.1 (C)**WAGE PAYMENTS: SCHOOL
INTERNAL ACCOUNTS****Generally**

All wage payments to School Board employees must be made through the regular payroll procedure in order to ensure proper withholding of taxes, workman's compensation coverage, other authorized payroll deductions, and the required rate of pay.

Procedures for Reporting

All schools will report the hours worked and complete time sheets and/or trip records. These documents are to be sent to the payroll office as soon as the work is complete, but no later than the last workday of the month.

Reimbursements from the School

The school's reimbursement check must be attached to the time sheets and/or trip records. If an employee's rate of pay is not known, this information can be obtained from the finance office. Overtime rates apply to qualifying employees consistent with applicable law.