

**PAYROLL PROCEDURES**

1. The Assistant Director of Business shall supervise the preparation of all payrolls. He/she shall certify payments for approved absence and tuition reimbursements in accordance with adopted policies of the Board of Education.
2. The Payroll Department shall be authorized to make deductions from each individual's pay as required by local, state or federal regulations and other deductions authorized by the employee.
3. All employees are expected to “punch in” to the Kronos timekeeping system each work day. Hourly staff must punch in and out and will be paid for all hours worked. Salary staff must punch in to show they were on site working each day. Requests for time off, sick, personal, vacation, etc., should be requested using Kronos.
4. Each week after the Kronos file has been reviewed by the payroll clerks, a file will be sent to the City of Nashua to generate paychecks.

Board Approved:       02/09/1981  
                              01/27/1997  
                              01/27/2020       [Replaces POPPS 1470]