

PAYROLL PROCEDURES

1. The Business Administrator shall supervise the preparation of all payrolls. He/she shall certify payments for approved absence and study reimbursements in accordance with adopted policies of the School Board.
2. The Payroll Branch 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 individual concerned and consistent with Board of Education policy.

R2/9/81

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