

## **Payroll: Authorization and Control**

Employment of all certificated and classified staff must be approved by the board; and authority to pay for such services rendered is implicit in this approval. Annual salaries shall be determined by placement on the district salary schedule in terms of position, experience and training (where applicable). Proper documentation is required to receive credit for experience and training.

### **1. Personnel Action**

To initiate a personnel action, the supervisor shall initiate a personnel action notice. The notice shall be approved by:

- 1.1 the human resources department giving assurances that the contemplated action is consistent with all procedures related to the district's employment practices;
- 1.2 the business department giving assurance that there are adequate funds covering the proposed action; and
- 1.3 the superintendent giving final authority for the personnel action.

### **2. Salary Warrants**

Unless otherwise indicated, each staff member shall receive a salary warrant on the last working day of each month equal to one twelfth (1/12) of the staff member's yearly salary less statutory, contractual and voluntary deductions. Voluntary payroll deductions shall be authorized by the board. The board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member.

No salary payments will be made until the employee has complied with local, state, and federal regulations and filed the required teaching, health and withholding tax exemption certificates, official transcripts and contracts with the personnel office.

Employee trust funds will be transmitted in accordance with the employee's authorization or as provided by statute. Such salary payments will be automatically deposited to the employee's local bank, savings institution, or credit union.

### **3. Payroll Deductions**

Statutory deductions such as withholding for income taxes, workmen's compensation and social security (FICA), shall be withheld from the earnings of employees in accordance with state or federal regulations. Voluntary payroll deductions for any purpose will be considered only when they will affect and be of service to at least fifteen percent (15%) of all Yakima School District employees.

### **4. Hourly or Daily Employment**

Hourly or daily staff must submit time slips. Time slips must be signed by the staff member and approved by the staff member's supervisor.

All employee (including hourly or daily) salary payments will be automatically deposited to the employee's local bank, savings institution, or credit union.

## **5. Leave**

District leave provisions are covered in district policies. Upon return from a leave, the staff member shall complete a time slip and any related leave forms. The time slip must be approved by the staff member's supervisor. The business office shall compile the amount of leave used on a monthly basis. Accrued leave shall be reported on the staff member's warrant statement. Staff must submit time slips when they do not report to work regardless of the nature of the absence, whether illness, emergency leave, non-reimbursable leave or vacation.

### Cross Reference:

(cf.: 6000 – Program Planning, Preparation, Adoption and Implementation)

### Legal Reference:

- RCW 41.04.240 Direct deposit of salaries into financial institutions authorized.
- RCW 41.04.020 Public employees -- Payroll deductions authorized.
- RCW 41.04.035 Salary and wage deductions for contributions to charitable agencies -- "United Fund" defined -- Includes Washington state combined fund drive.
- RCW 41.04.036 Salary and wage deductions for contributions to charitable agencies -- Deduction and payment to United Fund or Washington state combined fund drive -- Rules, procedures.
- RCW 41.04.230 Payroll deductions -- Duty of auditing officer.
- RCW 41.04.233 Operation of the Washington state combined fund drive -- Committee -- Rules.

WAC 392-123-054 Finance -- School district budgeting.

### Management Resources:

Washington State Public Employee's Retirement System  
Washington State Public Teachers' Retirement System

### Adoption Date:

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