

OPERATIONAL SERVICES

FISCAL MANAGEMENT – PAYROLL PROCEDURES

To place a person on the payroll, the Regional Superintendent and his/her administrative designee, must send a Recommendation for Employment to the Payroll Specialist. With the approval of the Regional Superintendent, the Payroll Specialist will meet with the new employee to complete the necessary paperwork (including w-4's, I-9, insurance options, IMRF or TRS information, and other documents required to complete the Personnel and/or Payroll Files). The contract salary or annual amount is set by the administrative supervisor, approved by the Regional Superintendent, and verified by the Payroll Specialist.

A full year's annual amount is divided by the number of pays to determine the periodic pay. Daily rates for staff are established by dividing the annual amount by the number of days represented in the contract. Daily rates for nonacademic staff are established by dividing the annual rate by contracted work/paid days.

Approved: 07/01/01