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**PAYROLL PROCEDURES**

All salaries and stipend amounts paid to regular staff members, substitute or part-time personnel, and student workers shall be paid through the Business Office.

Payroll procedures are dependent on staff attendance accounting and on the proper record keeping of hours worked by part time and hourly workers.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to and on behalf of each employee.

Pay Day Schedule

The **Shaker Regional School District (SRSD)** shall pay salaries on a regular schedule throughout the school year. There shall be no salary advances.

Salary Deductions

Two categories of salary deductions shall be allowed. The two categories are those (a) required by law and (b) specifically authorized, in writing, by the employee.

Legal Reference:  
RSA 194-C:4 (11) (a) Superintendent Services