

Pay Dates

Pay dates fall on the last working day of the month. If the last working day is on a Saturday or Sunday, payday will be on the preceding Friday. We encourage you to take advantage of the **direct deposit**. Besides having your funds available to you anytime after 12:00 A.M. on payday or when you are on vacation, you will receive your direct deposit slip the day before payday. Payroll checks are passed out in the buildings on payday except during June and July when they can be picked up at the district office until 2:30 P.M. on payday. After 2:30 PM they will be mailed to your home.

Cutoff Dates

In order to insure proper payment, payroll timesheets must be turned in to the District Office by the 10th of each month. Contracted regular time is paid over 12 months, September through August.

Payment for any extra hours worked, committee meetings, overtime, etc. are paid the following month if they are received after the cutoff date.