

Policy Code: 7605/8610 Payroll Procedures

All school district personnel who have met the legal requirements for their employment and service will be paid promptly when their salaries are due, provided by law. Each principal will sign and submit to the superintendent monthly payrolls prepared on forms furnished by the state board of education. The superintendent or designee will issue vouchers for the salary of all school employees, whether paid from state or local funds, based upon the payrolls submitted. If any voucher is chargeable against district funds, the superintendent or designee will designate this amount and the district name on the voucher. The superintendent will not approve the vouchers for the pay of a principal or teacher until the principal or teacher completes and submits any monthly and annual reports required by the board.

The finance officer will make authorized payroll deductions pursuant to policy 7620 (Payroll Deductions).

Legal References: [G.S. 115C-47](#) (21), [-276](#) (n) , [-285](#) (c), [-303](#) (b), [-339 to -343](#)

Cross References: Payroll Deductions (policy 7620)

Adopted: 10/15/98

Chapel Hill-Carrboro Schools