



**Boulder Valley School District**

**File: DL/DLA**

**Adopted: prior to 1969**

**Revised: date of manual adoption, June 22, 2004**

---

## **Payroll Procedures/Payday Schedules**

### PAYROLL DISTRIBUTION AND RECORDS

All employees will be paid via direct deposit to an account at the financial institution of their choice. A payroll check will be issued only with the prior written approval of the Chief Personnel Officer.

Each employee must have on file a tax exemption certificate (W-4 form) and authorization and application for any other form of payroll deduction benefits.

Payroll direct deposit notices will be delivered either through the District electronic mail system or through the employee's supervisor. During the months of June, July, and August, those employees not currently working will receive their direct deposit notices through the District's electronic mail system or via the U. S. mail.

In the event that an employee is overpaid in error, the error will be corrected and any change in net pay will be deducted from the employee's next pay, unless alternative arrangements have been made.

In the event that an employee is underpaid in error, the error will be corrected and any change in net pay will be paid to the employee within 10 working days, subject to individual employee contracts and state law.

### LEGAL REF.:

C.R.S. § 22-63-104 (pertains to certification as a prerequisite for payment)

### AGREEMENT REFS.:

Office personnel agreement, Section C

Service personnel agreement, Article XIV

**End of File: DL/DLA**