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### **Authority**

~~Employment of all permanent, temporary, and part-time District personnel must be approved by the Board.~~ The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff on a contractual basis may include the name of the individual, position title, salary, period of employment, and/or position classification. [1][2][3][4][5][6]

Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, the maximum number of hours or days an employee may work, school or vocation assignment, and budget category to which wages are to be charged.

The minutes of Board meetings shall record all actions with regard to resignation, retirement, death, or discharge of all employees, or non-retention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.~~Authorization to pay follows therefrom. [1]~~

Employment of all permanent, temporary, and part-time District personnel must be approved by the Board.

### Delegation of Responsibility

~~Actions by the Board to employ or re-employ on a contractual basis (i.e., for a fixed period of time) shall include, at a minimum, the name of the individual, the position title, the rate of remuneration, the reason for the vacancy, and the effective date of employment.~~

~~Payroll checks shall be purchased prenumbered in quantities and stored under lock in the District's central storage room. Payroll check numbers shall be verified at the beginning and completion of every payroll run, and should a discrepancy occur, the Treasurer of the District will be notified at once.~~

~~An employee may receive payments via paycheck or direct deposit. Payroll checks will be placed in special window envelopes and sealed. For direct deposit, a direct deposit statement will be printed. Payroll information will be transmitted via modem to the District's designated depository on the Wednesday preceding payday. The District's designated depository will transmit the payroll information to each employee's financial institution via overnight transmission (Thursday night), guaranteeing that each employee's account will be credited for Friday A.M. (payday).~~

~~An intradistrict mail run shall be made to each school on Friday morning (payday) to deliver the paychecks/direct deposit statements to the building principals for distribution. Payroll checks/direct deposit statements for substitutes, security officers, sabbatical leave employees, and other part-time employees, may be posted via U.S. Mail.~~

~~The District shall have approved salary schedules documented by the minutes against which the payroll is audited. Salary changes shall be approved by the Board and documented by the minutes. These changes will be audited by the District CPA.~~

~~The statement for the payroll account shall be reconciled monthly by a District employee other than the Treasurer or payroll clerk which shall include a spot check of the endorsement with payee's name on the face of the check and a check of the numerical sequence of check numbers.~~

### Guidelines

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy shall be established and may be required of all employees.

The Superintendent or designee shall have the authority to determine schedules and methods of payroll distribution in compliance with collective bargaining agreements, regulations, and laws.

Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent or designee.

Overtime can be scheduled and paid only when authorized in advance by the administrative supervisor or designee. [7]

The payroll shall be certified by the Director of Business Affairs or designee.