Board Policy DJC: Payroll Procedures Status: ADOPTED

Original Adopted Date: 12/04/2014 | Last Revised Date: 10/21/2021 | Last Reviewed Date: 10/21/2021

Payment of Salaries: Monthly and Semi-Monthly

Employees shall be paid on a semi-monthly basis unless otherwise authorized by applicable law. The Superintendent or designee may modify payroll schedules when necessary for operational purposes, provided employees receive advance notice and all wages are paid in accordance with applicable federal and state law.

Prior to the beginning of each fiscal year, the Executive Director of Accounting shall prepare for the approval of the Superintendent or designee, a pay day calendar for the semi-monthly payroll. Upon approval of the Superintendent, the pay day calendar shall be posted on the Bibb County School District's ("District") website.

Issuance of Payroll Checks

It is mandatory that all employees have accurate direct deposit information on file with the Payroll Office. Pay for all employees will be delivered by ACH transfer to the financial institution on file within the payroll office. If there is no direct deposit information on file for an employee, a paper check will be issued until the direct deposit information can be received and entered in the payroll software.

Termination Pay

Upon separation from employment, employees must return all District property and complete any required checkout procedures. Any outstanding obligations to the District will be addressed in accordance with applicable law. Final compensation will be paid as required by federal and state law, subject only to deductions or offsets authorized by law.

Payments in Event of Death

The District requests that all employees have on file with the Payroll Office a signed form designating a beneficiary for the payment of outstanding wages upon the death of the employee. In the absence of a signed beneficiary form, any unpaid salary will be paid in accordance with O.C.G.A. § 34-7-4.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: ***To access the policy references, CLICK HERE:*** ***State of Georgia Terms and Conditions*** ***and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code.*** ***You should only have to do this one time per session.***

State	Description
O.C.G.A. 34-07-0002	Payment of wages by lawful money, checks, or credit transfer; selection of payment dates by employer