

PAYROLL PROCEDURES

A duly certified payroll is one that has been examined and approved by the Superintendent of Schools, or in his/her absence, the District business official. It shall be the responsibility of the District business official and his/her staff to prepare all payrolls.

A periodic test will be conducted quarterly to verify accuracy and appropriateness of district payrolls.

Ref: Education Law §§1604; 1719; 1720; 2116-a

Adopted: 12/12/ 07.