



IMPORTANT INFORMATION REGARDING YOUR PAYROLL

Payday

Adams 12 Five Star School District employees are paid once per month on the last business day of the month. **Direct deposit is required** and your monthly deposit will be in your account on payday. Pay advances are not available.

Pay

Hourly Employees – are paid for hours worked from the 16th of the previous month through the 15th of the current month. This includes any leave time taken. Employees pay is based on job performed and placement on the salary schedule.

Salaried Employees – are paid equal payments (1/12) of their annual salary. Monthly payments are prorated based on contract days to be worked. Any exceptions (leave time taken, additional hours worked) reported from the 16th of the previous month through the 15th of the current month are included in the monthly paycheck.

Payroll Year

Classified Employees – contract calendar runs from January through December

Certified Employees – contract calendar runs from September through August

Administrative Employees – contract calendar runs from July through June

Timesheets

All timesheets, paper or electronic should be completed from the 16th of the previous month through the 15th of the current month.

Employees are responsible for ensuring timesheet(s) are properly completed, approved and submitted on time.

Pay Advice

Pay Advices will be emailed the day before payday to the email address on file.

The Pay Advice includes the following information: current gross, net pay, deductions from pay, leave balances, current job title, name and address.

*******Employees are responsible for reviewing all information on their Pay Advice each month for accuracy and will need to promptly inform Payroll of any errors or discrepancies. *******