



## 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 16<sup>th</sup> of the previous month through the 15<sup>th</sup> 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 16<sup>th</sup> of the previous month through the 15<sup>th</sup> 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 August through July

**Administrative Employees** – contract calendar runs from July through June

### Timesheets

All timesheets, paper or electronic, should be completed from the 16<sup>th</sup> of the previous month through the 15<sup>th</sup> 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. \*\*\*\*\***