

Policy DJC Payroll Procedures/Schedules

Issued **04/21**

The Financial Services department is responsible for paying all district employees for services performed.

The administration will establish the payday frequency for the district.

The administration will establish processes and procedures for payment of salary to district employees.

The employee handbook will provide detailed payroll procedures.

The district reserves the right to pay by check if the direct deposit option is not available due to unforeseen conditions.

Adopted 5/23/00; Revised 8/25/15, 11/14/17, 3/12/19; Reviewed 4/27/21

Legal References:

S.C. Code of Laws, 1976, as amended:

[Section 41-10-10](#), *et seq.* – S.C. Code of Laws, 1976, as amended; Payment of Wages.

Richland County School District One