

## **AR DJC-R Payroll Procedures/Schedules**

Issued 4/21

The administration will establish the payday frequency for the district.

As a condition of employment at Richland County School District One, all employees including part-time are required to participate in payroll direct deposit. This means that the employee's pay will be deposited directly in their participating banking institution each payday. If an employee does not provide information about an established bank account within 30 days of hire, they will be required to pick up their payroll check at the payroll office. In order to receive a check, the employee will need to complete a direct deposit form or sign up for the district's payroll card.

The board designates to the superintendent or his/her designee the authority to grant an exemption from mandatory requirements for direct deposits.

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

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Richland County School District One