

## **D-18 PAYROLL PROCEDURES AND SCHEDULES**

The Board has designated that payroll will be issued on a schedule that is bi-weekly, typically occurring twenty-six (26) times per year. This schedule may require modification from time-to-time in the event of Federal Reserve Holidays, or in those years where twenty-seven (27) pays would occur due to the bi-weekly schedule.

All wages due to each employee will be paid in a manner that is consistent with the laws governing such in the State of Indiana.

All payrolls will be made through mandatory direct deposit to the employee's bank account information on file in the payroll office.

SOURCE: Plainfield Community School Corporation  
Plainfield, IN

ADOPTED: 06/12/79

REVISED: 11/09/89, 12/10/09