

PAYROLL PROCEDURES

A duly certified payroll is one that has been examined and approved by the Superintendent. It shall be the responsibility of the School Business Manager and his/her staff to prepare all payrolls.

A periodic test will be conducted to verify accuracy and appropriateness of district payrolls.

Ref: Education Law §§1604; 1719; 1720; 2116-a

Adoption date: December 10, 1998

Revision date: July 12, 2011

Adopted: August 9, 2011