

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 their-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: December 10, 1998

Reviewed: July 11, 2013

Revised: February 14, 2023