

Downey Unified School District

BUSINESS SERVICES

PAYROLLS FOR CERTIFICATED EMPLOYEES

AR 6435

Certificated salary payments for any calendar month shall be paid not later than the fifth day of the succeeding calendar month, and salary payments for any teacher employed less than full time, on daily or hourly rates, shall be paid on or before the fifteenth day of the succeeding month.

The following procedures will be followed for regular Certificated Payrolls:

Calendar Month Payrolls

1. Salary warrants will be picked up from the Los Angeles County Office of Education by the Assistant Director, Financial Services, or designee.
2. Salary warrants will be put into envelopes and sorted into location groups for delivery by District mail messenger. Delivery to schools and departments shall be accomplished not later than the day following receipt and review of the warrants from the County Superintendent.
3. Salary warrants will be signed for by an employee at each site on the receipt form provided by Financial Services.
4. Salary warrants that are to be held in the District Office for pickup at a later date will be kept in the vault under the supervision of the Payroll Technician.
5. Salary warrants will not be released by the District Financial Services Office to anyone other than the payee unless a verified written authorization to release his/her check to another person is provided.
6. The District may require identification from employees and others who come to pick up check(s).
7. Employees who pick up checks at the District Financial Services Office must sign a release sheet showing that they have received the check.

Hourly/Daily Rate Payrolls

These payrolls will be distributed by the fifteenth day of each month.

Tenth Month Payroll for Teachers (Past School Year)

1. Paychecks will be distributed in the Financial Services Office not earlier than 1:00 p.m. of the first working day after June 30th.

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BUSINESS SERVICES

PAYROLLS FOR CERTIFICATED EMPLOYEES - continued

AR 6435

Tenth Month Payroll for Teachers (Past School Year) - continued

2. Employees picking up their checks will be required to sign for the checks as an acknowledgement of receipt. They must also provide an authorization note if they designate anyone to pick up their check in their behalf. If an employee does not wish to pick up his/her own check on the distribution day, he/she should then leave a self-addressed, stamped envelope with his/her supervisor or principal to offset the cost of District mailing. If checks are to be held for pickup later, the principal or supervisor should be so advised.

Approved: 8/28/90, 6/5/12