

BUSINESS**Payroll Accounting**

The Board of Trustees recognizes that Payroll Accounting is a major fiscal responsibility of Berryessa Union School District. To ensure fiscal control, the Board of Trustees shall establish regulations pertinent to all payroll operations and shall appoint the Department of Business Services to oversee the administration of Payroll Accounting.

Business Services shall contract with RECAP, the Regional Education Center for Automatic Processing, for its payroll processing services. Under contract, RECAP shall perform the tasks necessary to process payroll during each pay period. It shall also design and implement payroll processing procedures.

Payment of salary shall be made on the last working day of each calendar month for all regular certificated and classified employees and may not be made later than the fifth day of the succeeding calendar month.

Payment for services of certificated and classified employees working on a non-regular basis shall be made on or before the 10th day of the succeeding calendar month for services performed in the previous calendar month.

Fiscal Services shall monitor the daily operations of Payroll Accounting including those additional duties necessary to process payroll for District employees. Such duties shall be performed on a regular basis in conjunction with the scheduled payroll periods or as needed by employees.

Fiscal Services shall coordinate with the County Office of Education on the retirement programs available to District employees and shall be responsible for directing employees to the appropriate sources for information.

Legal References: California Education Code

Sections: 1313, 45023.5, 45030, 45034, 45038, 45039, 45040, 45048, 45052, 45060, 45127, 45128, 45136, 45137, 45166, 45167

California School Accounting Manual, 1981 Edition District Board Policies: 4050, 4151.1

Policy Adopted: July 12, 1984