

# Newberg School District 29J

Code: **DL-AR**  
Adopted: 3/11/91  
Readopted: 9/11/06  
Orig. Code(s): A-6700

## **Payroll**

All employees, with the exceptions noted below, will be paid on the basis of 12 equal payments. Payroll disbursements for all employees will be made on the 20th of each month or earlier.

Classified and licensed substitutes will be paid based on actual hours worked and paid on a monthly basis through 10 months. The tenth installment will be disbursed on the last working day in June.

Procedures will assure security of checks and that payroll checks are disbursed to the proper person.

Employee expense reports and reimbursement requests should be submitted to the district business office within 30 days of the purchase.

Time sheets are to be submitted not later than the 5th of the month or on the closing date established by the director of business services.