

# Sherwood Charter School

Code: **DL**  
Adopted: 9/19/13  
Orig. Code(s): XI.

## Payroll System

The charter school shall maintain a payroll system approved by the Board of Directors.

All employees shall be paid by check, and the charter school will use an external payroll service for all employees. Substitute teachers will be included in payroll. The bookkeeper shall provide the selected external payroll service with payroll information for each employee. Any additions, deletions or other changes, shall be provided to the external payroll service before the processing of the next payroll to ensure the inclusion of such amendments. Employees shall record their time daily on a timesheet, and special activities being funded by special grants should be noted. The administrator shall sign all completed timesheets to indicate validity of hours worked and approval of charges to grants. The bookkeeper shall remit the payroll to the payroll service and review payroll service reports for accuracy. Paychecks shall be issued by the payroll service or the charter school at the end of each month. Immediately prior to the end of each payroll period, payroll checks and various summary reports shall be delivered to the bookkeeper by messenger from the payroll service. Paychecks shall then be mailed or otherwise distributed to each employee on paydays. Employees receiving their salaries through direct deposit shall receive a check stub.

All payroll payments to employees other than regular salary and wages shall be approved by an officer of the Board, as well as the administrator.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)  
[ORS 243.666](#)  
[ORS 243.820 - 243.830](#)

[ORS 332.505](#)  
[ORS 332.534](#)  
[ORS 652.110](#)

[ORS 652.120](#)  
[ORS 652.610](#)