

**Policy**

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PAYROLL AUTHORIZATION/SALARY CHECKS AND DEDUCTIONS

Payroll Authorization

The most substantial payment of public funds for the operation of the school district is that which is made to the employees of the board for services rendered. To insure that each person so compensated is validly employed by this district and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

Employment of all district personnel whether by the year, term, month, week, day or hour in contract, temporary, or substitute form must be approved by the board. Authorization to pay follows there from.

Each motion of the board to employ or re-employ on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position title, the salary to be paid over the term of the contract and the period of employment. Each motion of the board to employ on a temporary basis (i.e., by the hour or day) shall include the name of the individual, the position title, rate of pay, and assignment. All substitute employees shall be placed on an approved list by the board before they can be assigned substitute duty by the administration. The list shall include the name of the substitute and certifications held.

Check-in and checkout procedures are required on a daily basis of all teachers. Approval for payment in the performance of special activities is required as follows:

- A. Bedside instructors as certified by assistant superintendent for business/board secretary;
- B. Coaches as certified by principal;
- C. Extracurricular advisors as certified by principal.

Authorization is hereby given to withhold salary or wages for unapproved time off in accordance with board policy by action of the assistant superintendent for business/board secretary. Overtime can only be paid nonexempt employees when authorized by the supervisor and approved by the assistant superintendent for business/board secretary.

The payroll journal shall be certified by the assistant superintendent for business/board secretary and the president of the board, monthly. One warrant for the net amount of the payroll and a second warrant for all payroll deductions, together with district matching funds and administrative charges, shall be deposited to special accounts for disbursement by the treasurer upon receipt of the certified payroll.

Payroll Deductions

The board may in its discretion act on behalf of individual employees to deduct a certain amount from the employees' paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the board is willing to act on behalf of an employee.

No deduction may be made from the wages of an employee except for federal income tax, social security, New Jersey Income Tax and New Jersey Unemployment Assistance without proper authorization. Pension deductions are authorized by the New Jersey Division of Pensions; all other deductions are authorized only by the employee.

PAYROLL AUTHORIZATION  
CHECKS AND DEDUCTIONS (continued)

The board has authorized in accordance with the below cited legislation that deductions may be made from an employee’s paycheck upon proper authorization on the appropriate form, as prepared by the district, for the following purposes:

- A. Hospital service and group insurance plans;
- B. Purchase of United States Government bonds;
- C. Summer payment plan;
- D. Additional death benefit coverage (deductions remitted to the Teachers’ pension and Annuity Fund);
- E. Payments of credit union;
- F. Bona fide organizational dues;
- G. Tax sheltered annuities. The board will consider deductions for tax sheltered annuity plans that meet the requirements of N.J.S.A. 18A:66-127 and are subscribed to by the written petition of no fewer than twenty-five employees, except that in no case will more than four paying agents be approved for deduction and remittance;
- H. Supplemental annuities (N.J.S.A. 52:18A-107 et seq.) with deductions remitted to the Teacher’s Pension and Annuity Fund.

In accordance with the statutes (N.J.S.A. 2A:150-1) it is unlawful for any board employee to withhold or pay to another or purchase or have assigned, other than by court order, any compensation for services of any district employee.

Adopted: December 13, 1983 (4142)  
 Adopted: April 28, 1998 (formerly 3300 Payroll Authorization)  
 Revised: August 27, 1985, January 9, 1990, April 28, 1998, May 24, 2005  
 NJSBA Review/Update: June 2013  
 Readopted: January 28, 2014

Key Words

Payroll Authorization, Salary Checks, Deductions

<b><u>Legal References:</u></b>	<p><u>N.J.S.A. 18A:16-8</u>  <u>N.J.S.A. 18A:16-9</u>  <u>N.J.S.A. 18A:29-3</u>    <u>N.J.S.A. 18A:66-30</u>  <u>N.J.S.A. 18A:66-32</u>  <u>N.J.S.A. 18A:66-78</u>  <u>N.J.S.A. 18A:66-127</u>  <u>N.J.S.A. 40:11-26</u>  <u>N.J.S.A. 52:14-15.9 et seq.</u>  <u>N.J.S.A. 52:18A-107 et seq.</u>  <u>N.J.A.C. 6A:23A-1 et seq.</u></p>	<p>Salary deduction for government bonds                  Responsibility of board                  Summer payment plans; continuance of plan to raise funds                  Employee’s consent to deductions                  Employer’s duties                  Teacher’s pension and annuity fund                  Tax sheltered annuities                  Federal credit union                  Public Employee Charitable Fund-raising Act                  Supplementary annuity program                  Accountability regulations</p>
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**Possible**

<b><u>Cross References:</u></b>	<p>*3100 Budget planning, preparation and adoption                  *3326 Payment for goods and services</p>
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PAYROLL AUTHORIZATION  
CHECKS AND DEDUCTIONS (continued)

- \*3570 District records and reports
- 3571 Financial reports
- \*3571.4 Audit

\*Indicates policy is included in the Critical Policy Reference Manual.