A. There are three types of payrolls processed by Payroll in the Business Services office (payment is determined by the type and terms of employment, and is not an option):

1. MONTHLY: Monthly payrolls are paid on the last business day of the month. All regular monthly paystubs can be viewed on Employee Online.

2. BI-WEEKLY: The bi-weekly payroll is paid every other Wednesday. If a bi-weekly payday falls on a holiday, the payroll will be paid on the preceding business day. All bi-weekly paystubs can be viewed on Employee Online.

3. SPECIAL: The special payroll is paid on the last payroll of each month. Any duties such as sports supervision, inservice, curriculum development and other non-contracted duties to be paid on the special payroll must be submitted to Business Services by the last business day of the preceding month.

B. Current pay schedules can be found in Appendix C and current school calendars can be found in Appendix D.