
AURORA PUBLIC SCHOOLS
Adopted August 1994
Revised October 2007
Reviewed November 2015

APS Code: DKA

PAYROLL PROCEDURES/SCHEDULES

Employees hired prior to the 15th of any month shall be paid for services rendered on or before the last day of the month that District offices are open for business, in accordance with adopted salary schedules. The Superintendent or designee will develop appropriate regulations and processes to assure the timely and efficient payment of employees.

NOTE: For additional information, see current agreement between the Board of Education and the Aurora Education Association

AURORA PUBLIC SCHOOLS
Issued August 1994
Effective January 2006
Reviewed January 2008
Reviewed October 2013
Revised November 2015

APS Code: DKA-R

PAYROLL PROCEDURES/SCHEDULES

Payday for all employees is the last day of the month that district offices are open for business.

Payroll procedures will be as follows:

1. Direct deposit to any financial institution/credit union is required for all employees hired after September 1, 1994, and will be required for all employees effective September 1, 1995. Posting of the net amount of earnings is on payday.
2. Retirement contributions, federal and state income taxes are deducted from the monthly gross. Group insurance contributions and all other reductions and deductions approved by the Board of Education will also be deducted from the monthly gross at the written consent of the employee.
3. The cutoff date for time worked to be included in an employee's pay for the month is the Saturday before the 15th or Saturday the 15th, if the 15th is a Saturday. These cutoff dates will be published annually on the payroll calendar located on the payroll Web site. The deadline for time reporting forms to be received in the payroll office for processing is the business day following the cutoff date. Because of the length of time necessary to process payroll, time sheets or additional hours submitted after the deadline will be adjusted in the wages for the following month. All types of pay will be shown on the advice of direct deposit/paycheck.
4. All advice of direct deposit notices are available on the APS online paystub website. All checks will be mailed to the employee's current address.
5. A change of address for contracted personnel must be made through the Oracle Employee Self-Service system. Non-contracted personnel need to contact Human Resources to report a change of address.
6. A reissue of a lost check occurs five working days after payday.