

Payroll Policy and Procedures

GRAY COLLEGIATE ACADEMY (“GCA” or the “School”) RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.

POLICY:

To establish the basic structure for payment of salary for GCA employees under the direction of the Board of Directors. Payroll must be approved by the Principal and Director of Human Resources prior to processing.

PROCEDURES:

Pay Cycle

Employees are paid on the 15th and 30th of each month (24 pay periods per fiscal year). The employee’s pay cycle runs on a twelve-month basis commencing with the anniversary date of hire as outlined in their contract with GCA.

Payday

The paydays for the School are the 15th and 30th of the month.

Hourly Employee

Time for an hourly employee is properly approved by the employee, the supervisor (if applicable) and the Principal. The Principal must verify all individual timesheets and provide authorization for the Business Manager (or other appropriate party) to process payroll.

Change in Pay Rate

All employee payroll amounts are calculated based upon approved rates included in the employee’s personnel file. All changes to pay rates or benefits are properly authorized by the Principal, Business Manager, and Director of Human Resources.

Payroll Taxes

All payroll taxes are processed through Paychex. The Business Manager must keep a record of the payroll tax reports filed by Paychex on file.

Method of Pay

GCA requires Direct Deposit for all employees, any exception must be approved in writing by the Business Manager.

Policy Effective: 3/29/21