



Provo City School District

Policy Series 5000: Personnel

5320 P1

Compensation and Benefits: Payroll

Pay periods

Employees are paid on the fifteenth (15th) of each month of their contract through direct deposit to a financial institution designated by the employee. If the 15th falls on a Saturday or Sunday, the deposit will be made on the previous business day (Friday). Direct deposit is mandatory and the District shall make payroll deductions for staff as required by law and approved by the Board.

No pay advancements will be made for employees.

Hourly employees will have their first payroll check deposited the month following when they began rendering service to the district. Contracted employees will have their first payroll check deposited on the next closest payday, e.g., (If hired on February 5th, the first deposit will be on February 15th. If hired on February 20th, the first deposit will be on March 15th.) New teachers will have their first payroll check deposited on September 15th.

All employees may find detailed information specific to their compensation by visiting the Employee Service Portal.

Adopted: February 8, 2016

Revised October 29, 2018