

**District:** Greenville Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DJC - Payroll Procedure

### PAYROLL PROCEDURE

Employees of this district shall be paid through a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay. ' 37-151-103

All district personnel shall be paid in accordance with the Mississippi Code Section ' 37-9-41.

### SALARY PAY SCHEDULE

This school district shall process a single monthly payroll for employees; with electronic settlement of payroll checks secured through direct deposit of net pay for all school district employees. In December, salaries or wages shall be paid by the last working day.

The standard contract for school district employees prescribed by the State Board of Education shall provide that school district employees shall earn a salary payable in equal monthly installments beginning in the first month of employment, regardless of the number of days worked in any particular month by the employee.

Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the monthly installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the Greenville Public School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed.  
37-9-39

### PAY CERTIFICATES

The superintendent or designee shall develop procedure to support this policy.

Refer to the Public School Districts Financial Accounting Manual

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies DJCA Pay Day Schedule

## DJCB Salary Deductions / Reductions

Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 6/4/2015

**Approved/Revised Date:** 4/23/2019