



Department: Finance  
Policy Number: PAY-A004  
Effective Date: 1/5/10

ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial copies.

**METHOD OF PAYMENT OF SALARIES TO EMPLOYEES**

As a condition of employment, all employees, except as noted below, will receive payment of salaries by direct deposit. All final payments of salaries will be by paper check and are subject to deduction for amounts due to CMCSS. Final payments may also be withheld pending return of school system property issued to an employee pursuant to the Equipment/Uniform Loan Agreement (Form BUS-F012).

Note: A temporary employee may be exempt from direct deposit based on length of employment or classification of service.

Implementing Procedures: [PAY-P005](#) Direct Deposit

Associated Documents: BUS-F012 Equipment/Uniform Loan Agreement

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/5/10		Initial Release
9/01/11	A	Removed "with the exception of employees hired prior to May 9, 2002 who opt to continue to receive paper checks" from first sentence.
4/27/15	B	Added except as noted below in first sentence; added note regarding temporary employees; added associated document; updated logo

**\*\*\* End of Policy \*\*\***