

School District of Lodi
Payroll

No. 671
(A) 5-14-12
(R) 10-12-15

Payroll payments for all District employees shall be on the 15th and the 30th of the month or the Friday before this date if a payday falls on the weekend or holiday. Payroll payments will only be distributed to the employee and will not be distributed early.

Annualized Payroll Cycle:

- A Contracted Employees under 118.22 Wis. Statutes: The payroll cycle shall be on a ten (10) month basis and all employees scheduled to work as school year employees shall be placed on a twenty (20) payroll cycle.
- B Calendar Year Employees: All employees scheduled to work the calendar year will be placed on the twenty-four (24) payroll cycle.

Pay rates for new employees will be established by the district prior to the time work is performed. All documents required for payroll purposes must be provided to the District office on or before the due date for payroll processing.

If an employee believes that an error has been made regarding his or her compensation, the employee must contact the District office immediately. Reports of payroll errors will be promptly investigated. If it is determined that an error has been made and timely reported, the error shall be promptly corrected.

Payments for performance of co-curricular assignments delineated in the Employee Handbook, by regular employees, are to be made via the payroll process (direct deposit).

Employees providing services not mentioned in the Employee Handbook such as officiating for WIAA athletic contests, shall be considered independent contractors and will, therefore be paid by (ACH). Such payments will be made according to the timeline utilized with other vendors. Requests received by the last day of the month shall be paid by the 15th of the following month.

Contractors performing services for the school district will be paid via accounts payable through the ACH process. Requests received by the last day of the month shall be paid by the 15th of the following month.

LEGAL REFERENCE: Wis. Stat. § 109.03