



Administrative Regulation
Chapter 6 – Business & Fiscal Affairs

AR 6325 PAYROLL

Regular contract payroll warrants are issued the last working day of the month. The payroll deadline is the 15th of the month, for the end of the month payroll. The supplemental payroll is for all pay outside the regular contract, and includes overload, substitute pay, coaching stipends, credit by exam, and extra duty for Certificated staff and overtime and night differential pay for Classified staff.

The supplemental payroll warrants are issued the 10th of the month.

The payroll deadline is the 25th of the month for the 10th of the following month's payroll warrant.

Information regarding payroll is submitted to the Payroll Manager by the Human Resources Office and the Office of Academic Affairs. Required documentation includes Notices of Employment, time summaries, substitute slips, and extra duty agreements.

The payroll warrants for the District are issued through the County Office of Education, and are audited by the Payroll Department.

Reference: Education Code Section 70902

*Reviewed and Approved by Senior Staff: 6-8-2021
(This is a new regulation)*