

PAYROLL

AP No. 6325

Board Reviewed: 8/16/06

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- I. Practices are governed by the Los Angeles County Office of Education
 - A. Payroll periods (10 month, 11 month, 12 month)
 - B. Frequency of payment for particular classes of employees (once or twice or more often per payroll period)
 - C. Lead time needed for payroll record adjustment (e.g. name changes, etc.)
 - D. Procedures to be followed if wages are garnished
 - E. Procedures to be followed if an employee is underpaid
 - F. Procedures to be followed if an employee is overpaid

- II. Reference:
 - Education Code Section 70902