

E.C.S.D. ADMINISTRATIVE REGULATION

COMPENSATION, BENEFITS, & TIME SHEETS

Employees will be paid bi-weekly. There are 26 pay periods in a calendar year.

Signed time sheets are due in the district office by 2:00 p.m. Thursday prior to the Thursday payday. Late time sheets may result in delaying an employee's payroll payment.

In the event Monday is a holiday, time sheets are due Wednesday prior to the holiday by 2:00 p.m.

ADOPTED: 06/14/94

REVISED: 05/27/94

REVISED: 6/11/19