New Summit Charter Academy	*Policies and Procedures*
Policy Name:	Payroll Policy
Policy Number:	DKA - NSCA
Original Date:	10/15/2018
Last Reviewed:	10/05/2022
Category:	Business
Author:	Executive Director
Approval:	NSCA Board of Directors

Payroll Policy

NSCA employees are paid on the 15th of the month. If the 15th falls on a banking holiday, or weekend, payment will be made the business day prior.

Payroll-related documents must be submitted to payroll by three business days following the pay period end date.

Payroll documents include:
• Attendance Leave Requests
• Expense Reimbursements
• Timesheets (to include Substitute paper time logs)
• Pay Request forms
• Direct Deposit Change form
• Form W-4
• 401(k) & PERA Contribution forms
• Benefit forms (qualifying event, initiated with HR)

Leave forms need to be completed electronically in SDS at the earliest possible time prior to the absence. All leave must be entered prior to the end of the respective pay period.

It is your responsibility to ensure that leave days are used appropriately; that the correct category is requested, and that you have available leave hours. Examples of Staff and Personal Leave are listed in the Employee Handbook's Leave of Absence section. Available leave balances can be found in SDS.

When a substitute teacher is required in your absence, you must arrange for, and contact an approved substitute and include substitute information in your time off request in SDS.

If no leave hours are available, and you are absent, deduction for unpaid time off will be made. Employees must enter leave in SDS for any absence even if the employee does not have leave available.

Revision History

Date	Revision Details	Revised By
10/15/2018	Reviewed	Board, Executive Director
10/05/2022	Revision	Board, Executive Director