

PAYROLL PROCEDURES

The Berlin Central School District Board of Education establishes that it shall be the responsibility of the Business Manager to ensure the accurate and regular preparation of all payrolls for the District. The Business Manager shall certify the District's payroll. A duly certified payroll is one that has been examined for accuracy and approved.

The Business Manager shall be responsible for ensuring that all required deductions, including federal and state income taxes and F.I.C.A. are made from each payroll. The Business Manager shall also ensure that all deductions required pursuant to employee authorization, collective bargaining agreements, fines duly imposed as disciplinary measures against employees, or other sources of authority for discretionary payroll deductions, are made. Suitable documentation for all payroll deductions made shall be maintained.

References

Civil Practice Law & Rules, Secs. 5231; 5241; 5242

Civil service Law, Secs. 75; 208; 210

Education Law secs. 1527; 1604(31-a); 1709(34-a); 3020-a; 3109

Gen. Municipal Law, Secs. 92-a; 93; 93-a; 93-b; 93-c

Workers' Comp. Law, Secs. 209; 212