

## CLARK COUNTY SCHOOL DISTRICT REGULATION

4294

### PAYROLL WARRANTS: ALL EMPLOYEES

- I. Procedures for Payroll Warrants
  - A. Payroll warrants and/or payroll vouchers will be forwarded to the school principal or administrative department head in charge of the location to which the employee is assigned.
  - B. When the principal or administrative department head or a designated representative is unable to deliver a payroll warrant or voucher to the payee, the warrant or voucher shall be returned to the payroll section of the Accounting Department.
  - C. Delivery of a payroll warrant or voucher to a person or firm other than the employee to whom it is addressed may be made only upon receipt of a written authorization from the employee and with proper identification from the designated person.
  - D. During non-assigned periods, payroll warrants or vouchers for all employees will be forwarded as established by the site administrator and appropriate administrator, Payroll Department.
  - E. The employee's signature on the payroll warrant or voucher, or the deposit of the payroll warrant or voucher to the employee's account, will be considered as evidence that the number of hours and rate of pay are correct unless an error is called to the attention of the principal or administrative department head in writing immediately following the pay period after the error has occurred.
- II. Payroll Variance
  - A. No change can be made to a payroll variance after it has been submitted except upon written authorization of the principal or administrative department head.
  - B. If it is determined that placement on the salary schedule was incorrect or a change in assignment has occurred, the principal or administrative department head will submit a request for change to the appropriate administrator, Human Resources Division.

4294 (page 2)

- C. If it is determined that the hours of work were incorrect, the principal or administrative department head will submit the change on a CCF-125 to the payroll section of the Accounting Department at the time the next payroll variance is submitted.
- D. Corrections and adjustments will be made on the next payroll after authorization has been received. Corrections will not be made beyond the fiscal year in which they occurred.

Review Responsibility: Human Resources Division  
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8/79] (10/22/81)  
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