

## **PAYROLL PROCEDURES**

A duly certified payroll is one that has been examined and approved by the Superintendent of Schools, or in his/her absence, the Business Manager. It shall be the responsibility of the Business Manager and his/her staff to prepare all payrolls.

A periodic test will be conducted to verify accuracy and appropriateness of district payrolls.

Ref: Education Law §§1604; 1719; 1720; 2116-a

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