

TEXAS SCHOOL FOR THE DEAF

ACCOUNTING: PAYROLL
PROCEDURES

CFE

PAY DAY

All regular TSD employees shall be paid on the first working day of the month following the pay period.

"Working day" is defined as "... a day other than Saturday, Sunday, a national holiday, or a state holiday as listed in the Texas Gov't. Code, Chapter 662. A day does not cease to be a holiday because a state agency maintains, or is required to maintain, a minimum working staff on the holiday."

DIRECT DEPOSIT

All regular TSD employees whose positions are classified at, or above, Salary Schedule A, group 8 on the state employee classification system, and all contract employees, are required to receive salary payments by direct deposit unless an exemption is claimed. Participation in the direct deposit program is optional for all regular TSD employees classified below Salary Schedule A, group 8 on the salary classification schedule.

Government Code 403.016