



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

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| September 2007 | <b>PAYROLL</b> | I-C |
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The district pays employees once per month on the last business day of the month. Earnings may be directly deposited into a financial institution or paid via a printed pay warrant. During the school year earnings statements and pay warrants are distributed at the work site. In the summer months, earnings statements are mailed to those on direct deposit, and pay warrants are picked up by the employee at the Human Resources Receptionist Desk at the ESC.

Wages, benefit contributions and available leaves are specified in each employee group's Collective Bargaining Agreement or Memorandum of Understanding.

Certificated contracts are generally paid in twelve equal payments (exceptions are noted at the time the contract is issued); non-contracted extra time is recorded on time sheets and submitted to Payroll by the 10th of the month for payment at the end of the month.

Salaried classified employees are also generally paid in either ten or twelve equal payments throughout the year (depending upon the length of the employee's work year). Hourly employees submit time sheets by the 10<sup>th</sup> of each month for payment at the end of the month.

The **Payroll Office** is located within the Human Resources Division at the ESC, and is **open from 8:00 a.m. to 4:30 p.m., Monday through Friday.**

Telephone inquiries may be directed to the HR receptionist at (425) 431-7020 who will direct your call.