

Paycheck

The District pays semi-monthly, on the 1st and 15th of each month. If a pay date falls on a weekend or holiday, the employee will be paid on the previous work day.

All District employees may access their pay information through the [Employee Access Center](#) located in the SSO which includes itemized statements of wages, deductions, withholding information, and the amount of leave accumulated. Every effort will be made to ensure that the employee's pay, leave, and other information on each paycheck are correct. It is the employee's responsibility to review their payroll information each pay day for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions.

Employees who leave CISD will be paid their final check in accordance with the District pay schedule, unless doing so will result in overpayment. The final pay statement will be mailed to the address listed on the employment separation form, which should be completed in advance to allow time for processing.

Direct Deposit

If a paper paycheck has not been received in the mail two (2) business days after payday, a stop payment will be placed on the check. If the check was destroyed, lost or address changed without district notification, a \$20.00 replacement fee will be applied. The replacement check will be issued after the bank has confirmed the stop payment and the employee will pick up their check in the Finance Office and should bring a valid replacement Direct Deposit Form.

Paychecks or direct deposit vouchers will not be released to any person other than the District employee named on the check without the employee's written authorization and valid identification.