

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: G. Payroll

December 2008

1. The employee payroll will be prepared by each institution, school and agency in accordance with the guidelines of the Office of the State Controller, or the Board of Regents in the case of the University of Idaho.
 - a. Each institution and agency is responsible for employee time keeping, calculations of gross pay amounts, certain descriptive codes concerning the employee, and all deduction information.