

THE SCHOOL DISTRICT OF  
PHILADELPHIA

No. 614

Section: 600 Finances

Title: Payroll Authorization

Adopted: April 27, 1981

Revised: June 24, 2021

614 PAYROLL AUTHORIZATION

**Purpose**

The Board of Education (“Board”) recognizes the importance of tracking time worked by School District of Philadelphia (“District”) employees. The purpose of this policy is to establish expectations for employee timekeeping and payroll authorization.

**Authority**

As permitted by the Pennsylvania Public School Code, the Board may adopt and enforce such reasonable rules as it may deem necessary and proper, regarding the management of its school affairs. [1]

**Delegation of Responsibility**

The Board directs the Superintendent or their designee, through the Office of Finance, to create and maintain a daily timekeeping process adequate to meet wage and hour requirements in accordance with applicable state and federal laws. [1][2][3][4][5][6][7][8][9][10][11][12]

**Mandatory Regulatory Procedures**

All employees shall comply with the requirements established by the timekeeping process.

Salary or wages may be withheld for unapproved time off.

Overtime may be scheduled and paid only when previously authorized in writing by the employee’s immediate supervisor [3].

The payroll shall be certified by the building principals or appropriate department lead.

**Legal References:**

1. [24 P.S. 5-510](#)

2. [Policy 328](#) - Compensation Plans/Salary Schedules
3. [Policy 330](#) - Overtime and Discretionary Time
4. [29 U.S.C. 207](#)
5. [29 U.S.C. 211](#)
6. [34 Pa. Code § 63.64](#)
7. [34 Pa. Code § 231.31](#)
8. [34 Pa. Code § 231.41-§ 231.43](#)
9. [43 P.S. § 333.104](#)
10. [43 P.S. § 333.108](#)
11. [Philadelphia Home Rule Charter § 12-308](#)
12. [Philadelphia Home Rule Charter § 12-401](#)

**Related Information:**

[Policy 304](#) - Employment of District Staff

[Employee Handbook](#)

[Kronos Resources](#)