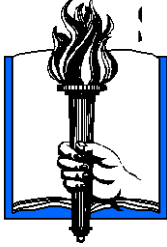


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Payroll Procedures</b>	<b>Descriptor No:</b> <b>AD FM18</b>	<b>Effective Date:</b>  <b>8/01/19</b>
	<b>Revised:</b>	

- 1 All employees shall receive their pay by direct deposit. No advance payments of salary shall be
- 2 made.
- 3 Upon resignation/retirement or termination, final salary payment shall be withheld until all
- 4 records and assets in custody of the employee are satisfactorily transferred to the supervisor or
- 5 designee.
- 6