



SECTION: IC  
TOPIC: PAYROLL 01  
RELEASE OF CHECKS  
FEBRUARY, 2002

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: PAYROLL - RELEASE OF PAYCHECKS AND DIRECT DEPOSIT ADVICES**

1. During normal payroll payperiods, paychecks and direct deposit advices will be made available to departments after 2:30 p.m. on the Thursday before the normal Friday payday.
2. Departments should normally pick up their checks and advices in the Controller's Office after 2:30 p.m. on Thursday or make other arrangements with the Controller's Office for the pick up of their payroll.
3. Department heads should designate employee(s) that are authorized to pick up payroll. Authorized employees must sign the "check/advice release log" in the Controller's Office before the department's payroll will be released to them.
4. Checks/Advices will not be released to individual employees--all checks will be distributed only through the employee's department.
5. Paychecks are to be released to all employees on Friday, except as follows:
  - a. Paychecks may be released on Thursdays to those employees who are not expected to be at work on Friday.
  - b. Paychecks may be released on Thursdays to those employees who are working one of the night shifts.
  - c. All employees who receive their check on Thursday shall be instructed NOT to cash their paycheck before the date indicated on the check.
6. Departments are responsible for the safekeeping of paychecks after release by the County Controller's Office.

**END OF POLICY**



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Forms Needed:

Authorization Form 014-97-5(7/91)

**RESPONSIBILITY**

**ACTION**

- |                          |                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Head/Designee | 1. Determines which employee(s) will be authorized to pick up payroll check and advices. Completes Authorization Form (014-97-5)<br>a. Types or prints employee's name on the appropriate line.                                                                                                                                                                                         |
|                          | 2. 'X's or puts a check mark in the column that denotes that the employee is authorized to 'Pick up Checks'.                                                                                                                                                                                                                                                                            |
|                          | 3. Has the authorized employee sign his/her name below his/her typed or printed name.                                                                                                                                                                                                                                                                                                   |
| Employee                 | 4. Signs his/her name on the Authorization Form.                                                                                                                                                                                                                                                                                                                                        |
| Department Head/Designee | 5. Forwards the completed Authorization Form to the Controller's Office.                                                                                                                                                                                                                                                                                                                |
| Controller's Office      | 6. Receives Authorization Form, and reviews form for completeness. Payroll staff is informed of Authorization Form and form is filed in "Authorized Signatures" binder.<br>a. When a newly authorized employee picks up the payroll checks and advices, proof of the employee's signature is verified and identification is required if the employee is not known by the payroll staff. |

**END OF PROCEDURE**