PURPOSE | GENERAL

ORANGE COUNTY SOCIAL SERVICES AGENCY ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:	Distribution of Payroll Checks and Advices	Number: F 8 Page of 1
Approved:		Date: 03-17-04
I. PURPOSE		
To inform staff of the employees with dire	e official distribution procedures for biweekly payroll chec ct deposit).	cks and advices (advices are for

II. GENERAL

The timekeeper or designated backup for each timekeeping location will be the only person authorized to distribute payroll checks and advices.

The timekeeper may pick up checks and advices from the payroll office after 9:00 a.m. on each payday. Exception: On payweek Thursday, the Orangewood timekeeper for pay location 93 (p.m. shift) may pick up checks and advices at a time to be determined by the payroll unit. Checks and advices for this pay location may not be distributed to the employee until the employee has completed his/her shift.

Checks and advices will be released to payee or other authorized person only. If payee is unable to claim check or advice personally, written authorization for another person to accept the check or advice must be submitted to the timekeeper. Checks and advices will not be left in or on a desk.

A payroll check or advice will be held for an absent employee at the timekeeper's location for five days before being mailed to the employee's most current address on record. If an employee wishes his/her check or advice to be mailed on an ongoing basis, written instructions and stamped, addressed envelopes must be submitted to SSA Payroll.