

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1202
	SECTION: 1200 FINANCE	
	SUBJECT: PAYROLL DISTRIBUTION	
	<i>6/16/2011</i>	
<i>Mubul P. Murray</i>		

Purpose: To provide a consistent, secure method for the retrieval of District payroll from the County Auditor, and distribution to District employees.

Scope: To be adhered to by all District personnel.

Procedure:

1. Payroll checks and support documents shall be picked up at the county auditor's office no later than 0900 hours on each scheduled payday, or as they become available. Paydays are scheduled for every other Friday, however payroll may be available for pick up on the Thursday before. On occasion, due to holidays or county employee furloughs, payroll may be available for pick-up on Wednesday.
2. Only the fire chief, battalion chiefs or fire marshal shall be responsible for signing and receiving payrolls from the payroll division of the county auditor's office.
3. Payroll checks shall be distributed by the fire district administrative staff only.
4. All payroll checks shall be signed for by the employee or his/her designated representative. Payroll checks shall be ready for disbursement by 1000 hours on the scheduled payday.
5. All check stubs from direct deposit shall not require signatures, and shall be ready for pick-up by 1000 hours. Employees who do not personally pick up their check stub by 1200 hours, will have their check stub disbursed to each employee's personnel mail folder.
6. No payroll checks shall be turned over to any person other than the named employee unless written authorization has been received previous to payroll disbursement.
7. Payroll checks that have not been processed through direct deposit may not be deposited or cashed by the employee until the actual scheduled pay date as printed on the check.