

Authorization to Release Employee's Payroll Check

346.1 PURPOSE AND SCOPE

To set forth the policy and procedures relative to employee requests to release paychecks to relatives or others in an employee's absence. This policy applies to all employees.

346.2 AUTHORITY AND REFERENCES

- Executive Committee

346.3 POLICY

In the event of a warrant, not direct deposit paycheck, employee requests to release paychecks to relatives or others in an employee's absence must be in writing on the written authorization form and on file in Probation Personnel, signed and dated by the employee.

346.4 INSTRUCTION AND COMMENT

- (a) In the event you desire to have your paycheck released to a designated person (due to emergency, illness, vacation, etc.), it is required that a written authorization of release be on file in Probation Personnel, signed and dated by the employee.
- (b) The County of Riverside and the Probation Department are not authorized to release a County employee's paycheck to anyone (including a family member) without written authorization by the employee.
- (c) The attached form may be filled out, signed, dated, and witnessed. Please forward to the Personnel Clerk, Probation Administration. The authorizations will be placed in the employee's file and forwarded to County Personnel.
 - Note: In the event of an employee's death, a Designation of Person to Receive Warrants or Check Upon Death of Employee form must be on file in County Personnel pursuant to Section 53245 of the Government Code. See Personnel Policy, Designation of Person to Receive Warrant/Checks Upon Death of Employee.
- (d) Employees may opt to receive their paychecks through the electronic pay deposit program every pay period. In this case, no authorization under this policy would be required.

Revised: 07/02/2002

Date: 11/09/1988

Attachments:

[1. Authorization to Release Paycheck.pdf](#)

Attachments

Authorization to Release Paycheck.pdf

TO: PERSONNEL CLERK
RIVERSIDE COUNTY PROBATION DEPARTMENT

I, _____, an employee of the Riverside County Probation Department, hereby authorize the following person, _____, to pick up my warrant payroll check in my absence (emergency, illness, vacation).

Time period of authorization _____

Relationship to employee _____

Name

Signature

Social Security Number

Witness

Date

(Note: Identification information will be necessary since warrants can only be delivered to your designee after sufficient proof of identity is supplied.)

To nullify or change this authorization, a dated, signed statement must be forwarded to Probation Personnel.