

## Paychecks

### 350.1 PURPOSE AND SCOPE

To set forth the policy in regard to paychecks. This policy applies to all employees.

### 350.2 AUTHORITY AND REFERENCES

- Ordinance 440

### 350.3 POLICY

NO EMPLOYEE MAY CASH OR DEPOSIT THEIR PAYCHECK AT ANY BANKING INSTITUTION PRIOR TO THE PAYDAY DATE **PRINTED ON THE CHECK**. Any employee doing so will be subject to disciplinary action.

### 350.4 PROCEDURE

- Paychecks are normally issued 14 working days after the submission of the time sheet. Most employees receive their paycheck at their bank through electronic deposit.
- Paychecks will be electronically deposited the day before payday, for the bank to post to the employee's account per the individual bank policies
- Terminated employees shall be paid no later than the next regular payday following the receipt of notification to payroll personnel.
- No employee whose employment is terminated shall be entitled to receive the compensation then due him unless and until all County funds and property in his position or control including his badge, where applicable, have been accounted for and has been delivered to their Division Director or his designee.
- Designation of Person to Receive Warrants or Checks Upon Death of Employee is the responsibility of the employee to keep updated. (See Policy, Designation of Person to Receive Warrant/Checks Upon Death of Employee.)

Date: 01/02/2002

Attachments:

[1. Salary Ordinance.pdf](#)

# Riverside County Probation Department

Policy Manual

## *Paychecks*

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## Attachments

## **Salary Ordinance.pdf**

# **SALARY ORDINANCE**

## **Ordinance No. 440 Narrative**

July 2001

### **Section 7.Salary Procedures**

#### **7.C. PAYMENT**

- (1) The County Auditor shall distribute the salary warrants no later than the second Wednesday following the end of a pay period. Terminated employees shall be paid on the regular payday for the pay period which they were terminated.
- (2) An officer shall not be paid until he has submitted the attendance reports required by or pursuant to this ordinance and such other reports or documents as are required by law.
- (3) No officer or employee whose employment is terminated shall be entitled to receive the compensation then due him unless and until he has paid over or delivered to the appropriate officer of the County all County funds and property in his or her possession or control and any other funds or property held by him in his or her official capacity and has properly accounted therefore, or has been lawfully relieved of the obligation to do said acts.