

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

- Riverside County 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

- (a) Paychecks are normally issued 14 working days after the submission of the time sheet in accordance with the County of Riverside Auditor Controller County Bi-Weekly Payroll Calendar.
- (b) If utilizing 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.
- (c) Terminated employees shall be paid no later than the next regular payday following the receipt of notification to payroll personnel.
- (d) 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 last reviewed: 05/09/2022

Date(s) revised: 05/09/2022.

Created: 01/02/2002

Attachment(s):

1. [Riverside County Ordinance No. 440](#)