Division 07	Fiscal Affairs

Chapter 05 – Paycheck Distribution

March 2009

POLICY

This General Order shall ensure that a mechanism is in place to deliver paychecks to all Fire/EMS Department personnel in a timely manner.

DEFINITIONS

N/A

PROCEDURES

1.   General Provisions

Fiscal Affairs shall pick up all paychecks (negotiable and non-negotiable) on Thursday morning of each pay week, unless otherwise advised by the County's Office of Finance.

Paychecks will only be distributed in accordance with the payroll location information coded on paychecks.

Non-negotiable Paychecks

Non-negotiable pay notifications must be signed for and picked up from Fiscal Affairs and by an authorized Major, Manager, Battalion Officer, their or designee.

Negotiable Paychecks

Negotiable paychecks, for personnel assigned outside of Largo Government Center (LGC), will be sent to the Operations Center for pickup after 2 p.m. on the day of pay distribution.   Each check will be held in a secured location until picked up. Employees receiving negotiable paychecks must provide valid identification and a signature in order

for the Operations Center to release their paycheck.

NOTE: A paycheck may not be released to anyone except its owner without prior approval from Fiscal Affairs and must be in writing.

Negotiable paychecks for employees assigned to the LGC will be distributed by Fiscal Affairs and will not be released prior to 2 p.m. on the day of pay distribution. Any checks that are not claimed after two pay days will be returned to Fiscal Affairs.

Due to the limited time frame for paycheck distribution, changes in distribution location will only be permitted under extenuating circumstances, which must be preapproved by the Fiscal Affairs Manager.

Requests for location changes for pay distribution/timesheets must be provided in writing from the receiving Command to Fiscal Affairs immediately upon the effective date of transfer. These changes will be entered as soon as the system allows authorization. Employees should understand that changes may not be immediately reflected.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A