



ADMINISTRATIVE REGULATION

Office of the City Administrator

Number	303
Sections	1-7
Effective Date	8/1/07
Responsible Department	Finance
Review Date	8/1/12

SUBJECT: DISTRIBUTION OF EMPLOYEE PAY STUBS, PAYCHECKS, AND DIRECT DEPOSIT ADVICES

1. **Purpose:** To define when and how employee pay stubs, paychecks and direct deposit advices are to be distributed.
2. **Authority:** By authority of the powers granted to the City Administrator under Section 401 of the City Charter.
3. **Application:** This regulation shall apply to all city employees.
4. **Definitions:**
 - 4.1. **Pay stub** - A document an employee receives either as a notice that the direct deposit transaction has gone through, or as part of their paycheck. Pay stubs detail gross earnings, taxes, and any other deductions such as retirement plan contributions, insurances, garnishments, or charitable contributions taken out of the gross amount to arrive at the final net pay.
 - 4.2. **Paycheck** - A pay stub with a negotiable check attached.
 - 4.3. **Direct deposit advice** - A pay stub with a non-negotiable check attached.
5. **Policy:**
 - 5.1. The City desires maximum employee participation in the direct deposit program.
 - 5.2. In compliance with federal law, pay date shall be the actual day funds are available to the employee.
 - 5.3. All city employees shall be paid bi-weekly.
 - 5.4. Paychecks and direct deposit advices shall be dated Friday following the completion of a full pay period. A full pay period consists of fourteen consecutive calendar days.
 - 5.5. Paychecks and direct deposit advices shall be dated Thursday in the event of a Friday pay date holiday.
 - 5.6. Paychecks and direct deposit advices shall be dated Wednesday in the event of a Thanksgiving Friday pay date holiday.
 - 5.7. Distribution of paychecks and direct deposit advices shall be on the date of the paycheck and direct deposit advices.
6. **Responsibilities:**
 - 6.1. The Finance Director shall be responsible for overseeing the processing of payroll and transmission of electronic fund transfers.

- 6.2. The City Treasurer shall be responsible for overseeing the printing of paychecks and direct deposit advices. The City Treasurer shall be responsible for distribution of paychecks and direct deposit advices to authorized representatives of City Departments.
- 6.3. City Department Directors shall be responsible for overseeing the distribution of paychecks and direct deposit advices to city employees within their department.
- 6.4. Department representatives shall review the paychecks and direct deposit advices to ensure that each employee works in their department and is entitled to receive a paycheck or direct deposit advice.

7. Procedures:

- 7.1. Paychecks and direct deposit advices shall be distributed after 6:00 p.m. on the evening before pay date to those *employees ending their shift after 6:00 p.m. and before 8:00 a.m. on pay date.* In no case are paychecks and direct deposit advices to be distributed prior to the day before pay date.
- 7.2. Department Directors shall provide the City Treasurer with a current list of employees authorized to pick-up paychecks and direct deposit advices for their department. For proper internal control, Department Directors shall provide this authorization to employees other than those primarily or alternately responsible for department timekeeping.
- 7.3. City Department Directors may establish additional procedures, subject to the approval of the City Administrator, to implement this regulation.
- 7.4. Employees shall be given reasonable access to pick up their paychecks or direct deposit advices. Deviations from usual distribution procedures within a department should be communicated as early as possible to employees.
- 7.5. Paychecks and direct deposit advices shall be secured in a vault, locked desk, or file when they are not being personally distributed.



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