

Business and Operations

DISTRIBUTION OF PAY CHECKS

SR 3401.02

Purpose:To provide effective options for employees to receive their pay.

Timeline:Pay day is the last business day of each month.

PROCEDURE

1. All pay checks are mailed unless otherwise specified by the employee. The administrative secretary in Business Services will maintain a list of employees who will pick up their check.
2. Employees may pick up their checks in Business Services after 8:00 a.m. on pay day each month.
3. A specific employee, identified by the departments, may be authorized to receive pay checks for staff at various locations and distribute those checks to employees at that location.
4. An employee may designate in writing a member of his/her immediate family to whom, with proper identification, Business Services may release a pay check.
5. U.S. Mail may be utilized to forward pay checks to employees home. We cannot assume responsibility for delays that may occur when mail is lost or delayed. A minimum of 7 days is required to report that a pay check is lost in the mail.

Direct Deposit

Employees may choose to receive pay through direct deposit. The following steps must be followed:

- Employee completes the Automatic Payroll Deposit Authorization form.
- Forward the form to Business Services Payroll by the 15th of the month.
- Automatic deposit will go into effect the 2nd month after submission of the form.

Distribution of Paychecks for 10 or 11 Month Employees

Employees who work 10 or 11 months may choose to receive 12 equal monthly paychecks. To receive 12 paychecks, employees must agree to take no more than one-half of her/his available off-duty days and annual vacation days during the first six (6) months of the fiscal year. Employees must also work at least ten (10) days within each month to receive a check each month. The [Paycheck Options](#) form must be signed and submitted to Business Services prior to the beginning of the school year.

Any of the choices above may be changed by the employee at any time, but the payroll office must be notified at least 10 business days prior to pay day for direct deposit and at least 48 hours before pay day for any of the other options. Cancellation or change of

any of the above options must be submitted to the payroll office in writing.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 07/11/2003