



## City of Riverside Administrative Manual

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**Policy Owner(s):** Finance Department

**Approved:**

Department

Mike Patten (04/25/2023 1:23 PM)

City Manager

**SUBJECT:**

**Payroll Preparation and Issue of Pay Checks**

**PURPOSE:**

To establish a procedure for the preparation of the City's payroll.

**POLICY:**

The Finance Department is responsible for preparing the payroll checks, direct deposits and related payroll reports for all City departments. Input to the payroll system, including regular and overtime hours, will be submitted by departments using One Solution Timecard Online, Telestaff, or Oracle timekeeping systems.

City departments are responsible for the accurate and timely submission of regular and overtime hours and other pay adjustments to the payroll section. The deadline for submission of payroll input is 10:00 a.m. on the day following the end of the pay period (normally Friday). This schedule may be adjusted due to holidays or for other circumstances meriting such action.

Payday will be the Friday of the week following the end of a pay period. Some Pay dates will be adjusted forward due to holidays. Paychecks will be mailed before payday. Direct Deposit Advices will be available through Employee Online on payday.

**PROCEDURE:**

Responsibility	Action
Department	<ol style="list-style-type: none"> <li>1. Submits time information for each employee in accordance with the established schedule and guidelines.</li> <li>2. Makes sure that all time input is approved by an authorized supervisor.</li> <li>3. Submits payroll correction requests in a memorandum with Supervisor approval to the payroll section in accordance with the established schedule for input.</li> </ol>
Finance	<ol style="list-style-type: none"> <li>4. Prepares paychecks for mailing before payday and processes required information for direct deposit for employees requesting the service</li> </ol>

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Department	<p>(payroll direct deposit authorization forms are available from the Payroll section). Paychecks for employees terminating due to resignation will be issued on regular paydays via the normal procedure.</p> <ol style="list-style-type: none"><li data-bbox="521 369 1507 569">5. In special circumstances, a regular paycheck may be picked up early by an employee when requested by the employee's Department Head and with approval of the Chief Financial Officer, Assistant Chief Financial Officer, or Controller. Checks picked up early are not to be cashed until the actual pay date on the face of the check. Checks are only released to the employee whose name appears on the paycheck.</li><li data-bbox="521 573 1507 636">6. When required, coordinates the need for a revised or corrected check with the payroll section.</li></ol>

**SOURCE OF AUTHORITY:** Charter of the City of Riverside, Sections 2.32.150 and Section 704