DISTRIBUTION OF PAYCHECKS

POLICY

The department's Finance Division will release paychecks through authorized persons from each element. Additional guidelines and responsibilities for this process are set forth in this directive.

PROCEDURE

I. RESPONSIBILITIES

A. Division-level element commanders shall be responsible for:

1. Submitting to the Finance Division a current list of personnel who are authorized to pick up paychecks and/or statements and ensuring that the checks are acquired on the days they become available.

2. Implementing a procedure to have each employee receive his or her paycheck. This procedure shall include:

   a. Obtaining the signature of each paycheck and/or statement recipient on the Payroll Roster, HPD-6 form, when the paycheck and/or statement is handed to the employee. It is recommended that this list of signatures be retained by each element for a period of one year, in accordance with the city's records retention schedule.

   b. Establishing procedures that ensure accountability for and security of the paychecks until they have been distributed.
B. Employees with direct deposit may access and print their pay statements via the Employee Self Service Web site at

II. EXCEPTIONS

The Finance Division may distribute paychecks to individual payees on a case-by-case basis.

Post on bulletin board for one week

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Chief of Police