

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

May 15, 2015

Policy Number 2.36

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.

PUBLIC VERSION

Security procedures and information redacted pursuant to HRS Section 92F-13(3).


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B. Employees with direct deposit may access and print their pay statements via the Employee Self Service Web site at [REDACTED]

II. EXCEPTIONS

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


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
June 26, 1997

PUBLIC VERSION

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