## ORANGE COUNTY SOCIAL SERVICES AGENCY

## ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

**Subject:** Distribution of Payroll Checks and Advices **Number:** F 8 **Approved:** Signature on file **Date:** 03-17-04

## **POLICY**

The timekeeper or designated backup for each timekeeping location will be the only person authorized to distribute payroll checks and advices.

Checks and advices will be released to payee or other authorized person only. If payee is unable to claim check or advice personally, written authorization for another person to accept the check or advice must be submitted to the timekeeper. Checks and advices will not be left in or on a desk.

A payroll check or advice will be held for an absent employee at the timekeeper's location for five days before being mailed to the employee's most current address on record. If an employee wishes his/her check or advice to be mailed on an ongoing basis, written instructions and stamped, addressed envelopes must be submitted to SSA Payroll.

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