The Administrative Manual: The Policies and Procedures of Tompkins County Government

## Paychecks

Reference: (All applicable federal, state, and local laws)       County Administrator and County Director of Finance       Effective Date: June 28, 1988         Legislative Policy Statement:       Responsible Department:       Finance         General Information:       Modified Date (s): June 15, 1993         I. Definitions:       Next Scheduled Review:         II. Policy:       A.       Payroll check pickup times and arrangements are under the discretion of the Finance Office. Under normal circumstances, checks will be available for general distribution at 10:00 a.m. on the specified pay date. Every effort will be made to adhere to this time, but circumstances may prevent this from occurring.         B.       Payroll checks will be batched and distributed by department to a representative designated in writing by the department head.         C.       Sheriff's Department first shift checks will be available for pick up in accordance with the Agreement between the County of Tompkins and the Tompkins County Deputy Sheriff's Association.         D.       On those occasions when an employee will not be at their normal work place on payday, individual checks will be available no sooner than 3:00 p.m. on the day prior and will be pulled for pick-up upon a written request from the employee's department head, or representative designated by the department head.         E.       Paychecks subject to verification will be held in the Finance Office until authorization has been received by either the Director of Finance or the Personnel Department that the payroli information is correct and/or the time card has been accepted as accurate.         F.	Objective:	To provide direction for release of paychecks		Policy/Procedure	04-07
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