



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: DISTRIBUTION OF PAYROLL WARRANTS &  
NOTICES OF DIRECT DEPOSIT**

**Policy No.:** A227  
**Supersedes:** October 30, 2006  
**Revision Date:** March 15, 2010  
**Reviewed:** July 6, 2013  
**Page:** 1 of 3

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### **PURPOSE:**

To govern the security and distribution of all payroll warrants and Notices of Direct Deposit.

### **POLICY:**

#### **Paydays**

Payroll warrants shall be issued on the 15th of each month for work performed during the previous month. If the 15th falls on a Saturday, Sunday or holiday, the payday will be the workday preceding the 15th.

Per Section 3.7.10 of the County Fiscal Manual, it is the Auditor/Controller's policy that payroll warrants not be distributed to employees until payday regardless of the work schedules of employees or County offices.

Employees may opt to enroll in the Direct Deposit Program to receive a Notice of Direct Deposit (NDD) on the 15th and 30th of each month in which the entire semi-monthly net pay is automatically deposited directly into the employee's checking or savings account at a bank, savings and loan, or credit union. If the 30th falls on a Saturday, Sunday or holiday, the salary advance will be received on the workday preceding the 30th.

**NOTE: A payroll warrant or NDD is issued to an employee provided that a timecard is received in Payroll by deadline.**

Payroll warrants/NDDs may be mailed to employees who are either on part-time status, on vacation, or on an extended leave of absence. To initiate this request, employees must provide written authorization to the Payroll Office (via their timekeepers). The authorization must include the employee number, name, pay location and address.

### **GUIDELINES:**

#### **Payroll Responsibility**

Payroll will ensure the accurate distribution of payroll warrants on the 15<sup>th</sup> of each month and NDDs on the 15<sup>th</sup> and 30<sup>th</sup> of each month through warrant/NDD distribution.

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EFFECTIVE DATE: March 19, 1997

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

### **Warrant Distribution**

Per Section 3.1.6 of the County Fiscal Manual, Payroll warrants and Notices of Direct Deposit (NDDs) should be received and distributed by persons other than those recording employee attendance information and those able to initiate hiring and terminations.

Specifically, departmental payroll sections and timekeepers should never have access to payroll warrants or NDDs either prior to distribution or for safekeeping in cases when the warrants/NDDs are not immediately deliverable to employees.

Employees must bring proper identification in order to receive their payroll warrants/NDDs.

To strengthen controls in safeguarding against unauthorized access, employees who receive payroll warrants in lieu of NDDs shall pick up their warrants each payday from:

Human Resources Office  
7:00 a.m. - 5:00 p.m. (paydays)

**NOTE:** Employees who are unable to pick up their payroll warrant on payday during the above time, may pick up their warrant on the following workday (excluding weekends and holidays) in the Human Resource Office from 8:00 a.m. to 5:00 p.m.

### **Department Manager Responsibility**

Each department must designate a NDD distributor to pick up and distribute NDDs each payday. Employees selected should be independent of payroll and timekeeping functions. Timekeepers and anyone able to initiate hirings and terminations should not be assigned this function.

Departments must submit names of NDD distributors and timekeepers to the Payroll Office. Departments must keep Payroll updated of any change of distributors' or timekeepers' names.

### **Warrant Distributor Responsibility**

NDD Distributors are to submit to Payroll an updated Warrant/NDD Distribution List three days prior to each payday. The list shall:

- be in employee number order;
- reflect names of employees expecting to be paid on the respective payday;
- include employees who have been added and/or deleted from the work unit, both on a permanent and temporary basis; and
- be annotated if a change in pay location request has been submitted to the Personnel Operations Unit, but records have not been updated.

Each payday the Distributor will complete the following:

- pick up the NDDs along with a copy of the Warrant/NDD Distribution List from the Payroll Office;

- distribute the NDDs to employees in their pay location;
- ask employees for proper I.D. and ask employees to sign the Distribution List as an acknowledgment that the NDD has been received;
- when the NDD cannot be delivered, the Distributor should indicate the reason on the Distribution List; and
- within 5 working days, the Distributor should:
  - return the Distribution List to Payroll and forward a copy to Finance, if all NDDs have been delivered; or
  - deliver the remaining NDDs along with the Distribution List to the Finance Department for follow up.

### **Finance Department Responsibility**

As the Reconciliation Unit, the Finance Department performs the following:

- Reconciles returned NDDs by the Warrant Distributor to their Distribution List. Finance attaches an Order to Hold Check to the returned NDDs which is returned to Payroll by the Warrant Distributor.
- Performs Payroll Pay Off Audits of specific pay locations to determine that each warrant/NDD issued is for an official Rancho employee.

**REFERENCE:** County Code - Section 6.24.010  
County Fiscal Manual - Section 3.7.10  
Department of Health Services, Policy No. 620  
RLANRC Timekeeping Operational Manual - Chapter 4

Revised: August 8, 2003  
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March 15, 2010 GLT;jm

Reviewed: July 6, 2013 AC