

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>PAY DISTRIBUTION</b>		Original Issue Date: 10/1/94	Policy # <b>578</b>
		Supersedes: 6/13/17	Effective Date: 11/16/20
Departments Consulted: Office of Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:	
		(Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

## PURPOSE

To maintain adequate controls over the proper distribution of payroll warrants and direct deposit stubs.

## POLICY

All pay locations shall have a person(s), designated by management, to receive and distribute payroll warrants and notices of direct deposit stubs in an accountable and timely manner. The persons selected shall not perform or have access to any payroll record timekeeping functions nor initiate hiring, change of status, or termination transactions. Those persons responsible for performing the aforementioned functions shall not have access at any time to payroll warrants and/or direct deposits stubs.

## RESPONSIBILITY

Administrators  
Supervisors  
Office of Human Resources, Payroll

## PROCEDURE DOCUMENTATION

Timekeeper's Manual

## REFERENCE

County Fiscal Manual, Payroll, Section 3.1.6

## REVISION DATES

July 1, 1995; October 20, 1998; April 16, 2002; April 19, 2005; October 3, 2008; March 11, 2014; June 13, 2017; November 16, 2020