ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	**NUMBER:** 3.13	**PAGES:** 1 of 2
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
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CHAPTER: Personnel	**SUBJECT:** Payroll Distribution	

I. **PURPOSE:** To establish a policy and procedure for controlling the distribution of payroll warrants and dealing with payroll discrepancies.

II. **POLICY:** Personnel will sign or initial that they have received their biweekly payroll warrant.

III. **PROCEDURE**:

A. GLENN E. DYER DETENTION FACILITY (GEDDF):

1. Payroll warrants will be picked up by a specialist clerk at the Oakland Municipal Court and given to the Supervising Clerk I at GEDDF.

2. The Supervising Clerk I will verify that all checks are present and confirm they have been separated by section.

   a. Administration staff will receive their ***payroll warrants*** directly from the Accounting Technician.
   b. The remainder of the ***payroll warrants*** will be taken to the Watch Commander's office where personnel can pick them up.

B. SANTA RITA JAIL (SRJ):

1. Payroll warrants will be picked up by a designated staff member and delivered to Administration.

2. Administration will retain the ***payroll warrants*** for certain specialized units and administration staff.

3. The remainder of the ***payroll warrants will*** be distributed to the Watch Commander's Office where personnel can pick them up.

C. THE WATCH COMMANDER WILL:

1. Distribute the package(s) of payroll warrants to the on-duty supervisors of the major employee work units.

2. Retain the package(s) for the Vacation/Comp Time/Relief personnel and any units without a supervisor on duty.

3. Distribute the payroll warrants noted above.

D. SUPERVISORS WILL:

1. When in posted positions such as security areas, etc. pass the package of payroll warrants on to the relieving supervisor.

2. When in non-posted positions, i.e., Classification, Kitchen, etc., pick-up their unit's payroll warrants from the Watch Commander's office. When the envelope has been emptied, it will be returned to the Watch Commander's office.

E. PAYROLL DISTRIBUTION:

1. Employees may pick up their payroll warrants from their supervisor's office or the Watch Commander's office as described in section "C."

2. Employees must sign the sign-off sheet to acknowledge receipt of their payroll warrant.

3. Supervisors will return unclaimed payroll warrants and the completed sign-off sheets to the payroll clerk on the Friday following each pay day.

4. No payroll warrants are to be cashed or deposited, including ATM deposits, before the authorized pay day.

F. PAYROLL QUESTIONS:

1. An employee who has questions regarding his/her payroll warrant will:

   a. Make a copy of the warrant and stub for the period in question.

   b. Write a short memorandum explaining the concern with as much information as possible.

   c. Route the memorandum to Payroll through their immediate supervisor/Watch Commander.

   d. Missing payroll warrants shall be brought to the attention of the immediate supervisor via memorandum.

   e. It shall be the supervisor's responsibility to contact the Payroll Clerk for quick resolution of the matter.

2. The Payroll Clerk will look into and respond to all questions regarding payroll warrants in compliance with County Payroll Procedures.