

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-21

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C. Dunkelbaun
County Administrator

SUBJECT: **PAYROLL AND WARRANT DISTRIBUTION**

DEPARTMENT RESPONSIBLE: **All County Departments**

1. **STATEMENT**

This procedure outlines the steps required when employees or vendors need to pick up payroll paycards or Accounts Payable warrants at the Department of Finance and Risk Management 130 W. Congress, 7th floor.

2. **DISTRIBUTION OF PAYROLL PAYCARDS**

A. Availability of Payroll Paycards

In general, payroll paycards will be mailed to the address the employee has provided within the ADP system. Employees are encouraged to have direct deposit.

B. Employees Picking Up Payroll Paycards at the 7th floor, Administration East Building.

The only paycards that may be picked up are those that were created based on a Notice of Paycheck Error Form (see Administrative Procedure 22-18). Those paycards are issued on either the Friday of a payroll week or the Wednesday of a non-payroll week. Prior to the release of the payroll paycard, the receptionist will verify the identification of the individual by requesting to see the employee's Pima County ID badge. If someone other than the employee is to receive the paycard, the receptionist will require and retain a letter of authorization signed by the employee. The recipient of the paycard must sign the Paycard Disbursement Log.

3. **PICKING UP ACCOUNTS PAYABLE WARRANTS FROM FINANCIAL OPERATIONS**

A. There are limited occasions when an Accounts Payable warrant will be held for a vendor or sent to a Department:

- Certified construction payments per A.R.S. §34-221,
- Direction from the County Administrator,
- A returned ACH payment,

- A petty cash reimbursement warrant,
- A replacement of a lost or stolen warrant,
- Payments for the purchase of real property.

On a restricted basis, the Financial Operations Division Manager or a Supervisor may approve the pick-up of a warrant.

- B. Once the warrant is generated and signed, the receptionist will notify the vendor or the Department. If the recipient of the warrant is from a vendor, the receiver must provide a photo ID and proof of employment by the vendor. If the receiver is from a Department, the employee must show a Pima County ID badge. The recipient must sign the Warrant Distribution Log.