



County of Riverside  
**OFFICE OF THE AUDITOR-CONTROLLER**  
**STANDARD PRACTICE MANUAL**

<b>SECTION:</b> 2		<b>SUBJECT:</b> Last Regular Paycheck
<b>POLICY NUMBER:</b> 210	<b>CATEGORY:</b> Payroll	
<b>EFFECTIVE DATE:</b> 7/1/13	<b>APPROVED BY:</b> <i>Paul Angelo</i>	

**PURPOSE:**

To establish policies, procedures, and clarification of the roles of the Auditor-Controller's Office (ACO) and the departments in processing the last regular paycheck issued to employees who are terminating for any reason other than death.

**SCOPE:**

Applies to all County departments, agencies, special districts, and authorities—collectively referred to as "entities"—that are governed by the Board of Supervisors or that are considered part of the County reporting entity.

**POLICY:**

It is the policy of the ACO to follow the strict legal requirements set forth under the *California Labor Code* Sections 201-220 and *Riverside County Ordinance 440*, which state that the County of Riverside and local governments are exempt from having to provide immediate payment upon an employee's termination. The last regular paycheck will be issued on the next regular payday for the employee. This should be no more than two weeks after the termination is entered into the PeopleSoft Human Resources Management System (HRMS).

**PROCEDURE:**

Employee's Role:

- Provide notification of termination or retirement to their department payroll representative. In the event of a discharge, the department will notify Human Resources (HR).

Department's Role:

- Enter all time worked, leave hours, and other earnings up to termination or retirement date into the PeopleSoft HRMS Time and Labor module.

Human Resources' Role:

- Enter the termination date in the HRMS Job Data module per HR policy.

ACO Payroll Division's Role:

- Make any necessary adjustments to the last regular paycheck that may include adjustments to benefit deductions and flex payments, per Human Resources benefit policy and guidelines.

**Note:** All payouts of earned vacation, compensated time, sick, or holiday time will be paid out on a separate final paycheck per the *MOU*, except when adjustments to medical benefits are required. Please refer to Standard Practice Manual (SPM) 215, *Final Pay Check*, for information on the final check for payouts of leave accruals.

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