



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

		SUBJECT: Payroll Processing During Computer System Downtime
		CATEGORY: Payroll
POLICY NUMBER:	211	
EFFECTIVE DATE:	<i>7/1/13</i>	APPROVED BY: <i>Paul Maguto</i>

PURPOSE:

To establish policies, procedures, and clarification of the roles of the Auditor-Controller's Office (ACO) and the departments when experiencing payroll processing during computer system downtime.

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 Auditor-Controller's Office to process only emergency online warrants when experiencing a computer system downtime.

PROCEDURE:

If the ACO Payroll Division warrant printer and back up warrant printer are unavailable, all Online Warrant Request forms will be reviewed and evaluated to determine the appropriate action to be taken. Online warrants will be printed using the ACO Accounts Payable check printer in an emergency situation. If this option is not available, a manual check will be issued using the Direct Deposit Checking Account.

Department's Role:

Submit an Online Warrant Request form to the ACO Payroll Division with all supporting documentation.

ACO Payroll Division's Role:

- Upon receipt of the Online Warrant Request form, determine when the request is required by the employee. Verify the time of receipt and determine the turnaround time for online warrant processing to determine if the warrant must be issued right away.

If using the Accounts Payable check printer:

- Notify appropriate personnel in the ACO Accounts Payable Division.
- Payroll staff will take check stock to the 11th floor and notify the check issuer in payroll to print the warrant.

If using the Direct Deposit Checking Account:

- The check issuer will calculate the warrant using Paycheckcity.com or another online payroll calculator if the internet is available.
- Issue a manual check from the green check binder, using the calculated net pay.
- When system access is restored, key the manual check entry into HRMS to update employee's record.

IDENTIFY:	2
POLICY NUMBER:	211
EFFECTIVE DATE:	