



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

SECTION: 2		SUBJECT: Payroll Adjustments/Online Warrants
POLICY NUMBER: 214		CATEGORY: Payroll
EFFECTIVE DATE: 7/1/13		APPROVED BY: Paul Angulo

PURPOSE:

To establish policies, procedures, and clarification of the role of the Auditor-Controller's Office (ACO) in processing an online warrant. An online warrant is a warrant issues outside the regular payroll cycle.

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 online warrants upon submission of a completed *Online Warrant Request* form.

PROCEDURE:

The Auditor-Controller's Payroll Division (Payroll Division) issues online warrants to pay employees for various reasons, such as, an employee not receiving their regular paycheck on payday or receiving a partial paycheck. Online warrants are usually not processed for unpaid overtime. Unpaid overtime will be paid on the next regular payday. The Payroll Division issues warrants every work day except during the period between the closing of regular County Payroll and the Final Check Payroll. This usually occurs between 10:00 AM on Thursday of non-pay week through 9:00 AM on Tuesday of pay week.

A completed *Payroll Adjustment Request* form submitted by 10:00 AM will be available for pickup or mailed by 4:00 PM the following business day. Warrants are not released to anyone except the employee, and only with valid State or Federal identification. If the employee is unable to pick-up the warrant, it will be mailed. Forms are available on the ACO website under Department Payroll Representative Information. Each request must have appropriate supporting documentation to justify the issuance of the warrant.

Valid Reasons for requesting online warrant: Note (All others should be processed through the next regular payroll)

Employee did not receive a paycheck at all.

Employee did not receive the whole paycheck. Online warrants will not be processed for missed overtime.

Short-term disability payments.

Processing of a settlement agreement.

Refunds of over deducted deductions.

Employee's Role:

- If an employee has not been paid or has not been paid properly, they must contact their Department's Payroll Representative.

Department's Role:

- Determine if the employee was paid incorrectly based on the department's records (timesheets, payroll register, etc.).
- Obtain *Payroll Adjustment Request* form from the ACO website and submit to ACO Payroll Division.
- Form must be filled out completely and signed by the Department Payroll Representative.
- There must be appropriate support accompanying the request to justify the payment to the employee.

ACO Payroll Division's Role:

- Record all incoming online warrant requests utilizing the Online Warrant Log.
- Evaluate the request per the Fair Labor Standards Act (FLSA) by running Report ID RVTL740.
- Verify the requested transaction hasn't already been paid.
- Verify that correct deductions are taken properly.
- Verify the California Public Employees' Retirement System (CalPERS) deductions are calculated and deducted correctly.
- Verify taxes are calculated correctly.
- Forward all online warrant requests and all back up documents to the supervisor for review.
- After review and approval, the check issuer will print the warrant.
- Forward the printed warrant to a designated signer for review and signature.
- Make a photocopy of the signed online warrant and attach it to the documentation.
- Mail the warrant or place it in the pick-up folder at the front counter.

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