



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

SECTION: 2		SUBJECT: Final Check
POLICY NUMBER: 215		CATEGORY: Payroll
EFFECTIVE DATE: 7/1/13		APPROVED BY: <i>Paul Angulo</i>

PURPOSE:

To establish policies, procedures, and clarification of the role of the Auditor-Controller's Office (ACO) in processing an employee's final check.

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 as set forth in Federal and State Law, *California Labor Code 220(b)*, *County of Riverside Salary Ordinance 440*, and *Memorandum of Understanding's (MOU)*.

PROCEDURE:

To payout all applicable benefits and leave hours to an employee upon termination and to follow guidelines within the post employment process, as well as refund or collect health insurance premiums. The final check is processed after the regular county payroll process is confirmed. Payment of the final check is paid to the employee on the Thursday after regular pay day.

Employee's Role:

- Notify Department Payroll Representative upon resignation or retirement.

Department's Role:

- Notify Human Resources of employee's work status such as retirement, resignation, or discharge.

Human Resources Employee Service's Role:

- Terminate the employee in the PeopleSoft Human Resources Management System (HRMS) Job Data module. This entry will submit the employee to the final check process and will terminate all benefits and direct deposits.
- Notify ACO Payroll Division if any employee has a change in termination status.

Human Resources Retirement Section's Role:

- Enroll eligible employee in post employment program.
- Notify ACO Payroll Division of post employment payout information.

- Forward copies of retiring employee's *Riverside County Deferred Compensation* form to ACO Payroll Division.

ACO Payroll Division's Role:

- On non-pay week Monday, ACO Payroll Division will create the termination list query in PeopleSoft to obtain employees termed within the pay period that is currently being processed.
- Notify Human Resources Retirement Section, Human Resources Employee Services and ACO Payroll Division via e-mail of all eligible employees.
- Create *Final Check Pay sheets* (RVPAY754).
- Create and process payout of sick leave using *Sick Leave Payoff* (RVPAY755).
- Remove any deceased employees from final check payment.
- Create pay lines for employees that status has changed from regular employee to a per diem or temporary employee. Also verify pay rate of leave hours paid out to an employee who is on the final check query due to a status change.
- Enter deferred compensation information into PeopleSoft per the *Riverside County Deferred Compensation* form received from Human Resources Retirement Section.
- Process preliminary calculation process.
- Process *Error Message* report (Pay011).
- Process final calculation and confirmation of final check process.
- Notify the ESD batch team and Human Resources when the final check process is confirmed.
- Retain the supporting documentation for the final check process for 2 years.

ESD's Role:

- After regular payroll is confirmed, ESD will generate the *Post Employment Payout* report (RVPAY735) and make it available for review.
- Run the *Batch Final Check* process and notify Human Resources and ACO Payroll Division once the process is complete.

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