

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 4/09, Rev 2/11	Page: 1 of 1	Number: 2.10
	Reviewed by/Reviewed Date: CSA Exec Team 4/13/09, 2/11	Replaces:	Category: Time Keeping and Attendance Distribution: All Staff
Title: Paychecks		Approved: 2/28/11	

Policy

 Procedure

 Guideline

Purpose

To provide the Community Services Agency (CSA) employees with procedures on how paychecks are distributed within the Department.

Definition

Paychecks are available on paydays, bi-weekly (every other Wednesday), for all employees. Please refer to CSA-HR for a calendar of paydays.

Procedure

- A. Employees have the following options to receive compensation:
 - 1. An employee may choose to have an actual check generated as a means of being compensated. The employee can pick up the check at CSA-HR after 11:00am on paydays. Employees must initial that they've received their paycheck. In an employee's absence a designated person may pick up an employee's paycheck at the designated time with written consent from the employee and proper identification.
 - 2. An employee may also choose to have their compensation direct deposited into their bank account. A pay advice notice is generated and emailed to the employee's County email account a few days prior to the actual payday.
 - 3. If an employee is on an approved leave of absence and wishes to have their advice notice or actual check mailed home, CSA-HR must be notified to make those arrangements.

- B. All employees may access their current and historical payroll/accrual information through PeopleSoft self-service. To sign up for this access, employees should contact the CSA Help Desk for a username and password.