

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 4: Fiscal

POLICY: 4.003

SUBJECT: Distribution of Payroll Checks

POINT PERSON: DANIA JOHNSON
DIRECTOR OF FINANCIAL SERVICES

APPROVED: 
GREGORY P. ROBERTS
SUPERINTENDENT

DATE: June 20, 2011

I. POLICY

When payday occurs on Monday through Friday, payroll checks shall be released to employees on that day. When payday occurs on Saturday or Sunday, or a holiday, paychecks shall be released to the employee on the last working day of the month prior to payday, or as appropriate for hourly employees. Checks shall be released after 8:00 a.m. of that day. Exceptions to this rule:

- A. Swing and night shift employees may receive their checks from the Communications Center at Oregon State Hospital (OSH)-Salem or the Reception Desk at OSH-Portland after 12:00 midnight the night before payday.
- B. All payroll checks dated January 1 are to be distributed the first working day of the new year with no exception.

II. PROCEDURE

- A. Payroll checks shall be held at the OSH-Salem Communications Center to be picked up by the employee.
- B. Program directors/department managers or designees shall be responsible for distribution of all pay stubs of their departments, except swing and night shift and those pulled by special request or needing rewrites.
- C. Employees working at OSH-Portland shall receive checks at their worksite.
- D. All checks not distributed because the employee was not at work or did not make arrangements to have the check picked up shall be left at the Communications Center at OSH-Salem or at the Reception Desk at

OSH-Portland until picked up or until five (5) working days have passed, whichever is sooner.

Checks not picked up from the OSH-Salem Communications Center or OSH-Portland Reception Desk within five (5) working days shall be sent to Office of Financial Services (OFS) Payroll Office at the Department of Administrative Services (DAS). (Call OFS Payroll at 503-945-5634 for check pick up at the Communications Center.)

- E. Checks shall be released only to the person whose name appears on the check. An exception shall be made if the person requesting the check has a written authorization from the employee for whom the check is written.
- F. An employee not scheduled to work on payday may receive his/her check by completing the "Request for Early Release of Payroll Check" (form OSPS 99.16). An employee who cashes a paycheck before payday shall be subject to disciplinary action.

III. REFERENCES

ORS 292.010
DHS-040-007-02, Payroll Distribution, 5/2008
DHS-040-007, Payroll Management, 5/2008

Replaces Oregon State Hospital Policy and Procedure 4.003, *Distribution of Payroll Checks*, dated 8/27/2009.