

SUPERVISOR'S RESPONSIBILITY FOR DISTRIBUTION OF PAYCHECKS

SUMMARY

This procedure explains how to distribute employees' payroll and what a department should do with an employee's unclaimed payroll check. An unclaimed payroll check is a check that cannot be delivered to the employee. Since the unclaimed check represents an obligation to the employee, the check should not be voided.

PROCEDURE

1. Employees' payroll is picked up by the departments from the Finance Department's Payroll Unit by payday Friday by an authorized individual.
2. Employees' payroll is distributed by the departments to its employees on Friday (payday).
3. If a check cannot be delivered to the employee, it should be stored in a secure area.
4. If the check cannot be delivered in person or through the U.S. Postal Service Mail within one (1) month after the day the check was issued (after a reasonable attempt has been made by the department to contact the employee), it must be returned hand-delivered to the Finance Department, Payroll Unit accompanied by the form specified below and proof of due diligence (such as mail returned by the U.S. Postal Service).
5. The Department Personnel Representatives are required to complete an Unclaimed Checks Department form available on the County's intranet site by typing: <http://intra.miamidade.gov/finance/payroll.asp>
6. The signed and dated form with the original unclaimed paycheck(s) attached to it, must be hand-delivered to the Payroll Unit. Do not void the check(s).
7. Do not send negotiable payroll check(s) via interoffice mail.
8. If the check is lost, stolen or stale dated and needs to be reissued to the employee, please refer to procedure 324: "Outstanding Checks".

CONTACT(S):

Department/Division

Finance Department/Controller's Division/Payroll Unit