



# ***Hillsborough County Fire Rescue***

## **POLICIES AND PROCEDURES MANUALS RULES & REGULATIONS**



**SECTION:** Administrative Policies  
**SUB-SECTION:** Administration – General  
**POLICY TITLE:** Payroll Distribution / Discrepancies  
**POLICY NUMBER** 100.11

**EFFECTIVE DATE:** 1 March 2010

**REVISION DATE:**

**REVIEW DATE:**

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1. Hillsborough County encourages all employees to have their paycheck electronically distributed to a designated banking institution of their choice.
  - a. The payroll statement and associated benefit and accrual information is available on Hillsborough County's COIN website.
  - b. Employees may print these direct deposit payroll statements at their workplace.
2. Employees who elect to receive a paper paycheck shall be required to pick up their checks from the Personnel Office at Fire Rescue Headquarters.
  - a. Paychecks may be picked up on any weekday (following issuance) between 0800 and 1700 hours.
    - i. Paychecks will not be distributed to any employee prior to the issue date printed on the paycheck, unless specifically authorized and issued by Headquarters.
    - ii. When paychecks are distributed early, such as due to a holiday, they may be picked up in the same manner as in Section 2(a) of this policy.
    - iii. Paper payroll checks must be signed for at the time of receipt.
  - b. The employee may request that his/her Battalion Chief pick up the paycheck during his/her normal course of daily business (this will be deemed a 2<sup>nd</sup> party distribution).
    - i. If the Battalion Chief agrees to pick up the employee's check, he/she must sign for the check just as if they were the employee.
    - ii. The Battalion Chief is under no obligation to deliver the employee's check and ultimately the employee is responsible for a timely paycheck pick up.
  - c. Under normal circumstances, paychecks shall be released to the employee or the Battalion Chief only.
    - i. Under rare and non-recurring circumstances, an employee may designate another individual (fellow employee, family member, or other person) to pick up their paycheck (this shall be deemed a 3<sup>rd</sup> party distribution).
    - ii. When a 3<sup>rd</sup> party distribution is desired the employee shall:
      1. Notify the Personnel Office that a 3<sup>rd</sup> party will be picking up his/her payroll check.
      2. The full name and address of the 3<sup>rd</sup> party shall be relayed to the Personnel Office.
      3. The 3<sup>rd</sup> party person must produce a valid State of Florida issued identification card (i.e. driver's license or State I.D.)
      4. The 3<sup>rd</sup> party member shall sign for the check and the number on the identification card used for verification shall be recorded.
3. Paychecks may not be cashed prior to the issue date printed on the paycheck.
4. All paychecks will be deposited or cashed in a prompt manner.
5. Any discrepancy in vacation, sick leave, and other payroll related accounting must be reported to HCFR Headquarters through your Battalion Chief as soon as the discrepancy is noted.