

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 52.010 - PAYROLL DISTRIBUTION

Date: July 2024
Revision No.: 4
Supersedes: July 2022
First Adopted: October 7, 1992

POLICY:

Payroll is every other Friday, payroll checks, and direct deposit statements are issued with a Friday date. Direct deposit statements can be accessed by the employee on the Department's Intranet ("Water Web") through the Employee Self Service Portal on the Thursday prior to the pay date. Distribution of the payroll checks to employees is also made on the Thursday prior to the pay date.

PROCEDURE:

The payroll section will no longer print pay stubs for employees. Employees can access their direct deposit statements through the Water Web under the Employee Self Service portal. Direct deposit statements will be available to print or view on the Thursday prior to the pay date.

Payroll checks are dated for Fridays, not Thursdays, and shall not be deposited or cashed until the close of the bank's Thursday business day. Funds from the Water Department are not transferred to the payroll checking account until Friday morning; any checks cashed on the Thursday that they are distributed could bounce.

Any employee who repeatedly cashes their check early may be subject to future paychecks not being issued until 5:00 p.m. Thursday.

Policy Review

Established:	10/7/1992
No changes:	7/2018
Revision Board approved:	7/9/2019
No changes:	7/2020
Minor changes GM approved:	7/2021
Minor changes (HR) GM approved:	7/2022
No changes (HR):	7/2023
Minor changes (HR) GM approved:	7/2024