

PAYROLL EMERGENCIES AND LOST PAYCHECKS

PURPOSE: The County recognizes the need for a contingency plan to handle the possibility of paychecks or direct deposits not available on payday due to software or hardware problems, bank errors, natural disasters, or other issues preventing the normal issuance of paychecks. This policy also provides a system for replacement of paychecks if the original paycheck cannot be deposited due to loss, theft, destruction, or other problem.

SCOPE: This policy applies to Clackamas County employee paychecks.

POLICY STATEMENT:

Payroll Emergencies & Contingency Plan

The County will notify any union president(s) of potential problems and the possibility of late paychecks or late direct deposit account postings as soon as known. The County will continue to update the union president(s) with the current status or resolutions.

Inability To Issue Paychecks

The County has an alternate printer and back up resources to complete the printing of paper paychecks to meet established paydays in the case of software/hardware failure.

Late Direct Deposits Postings

The County confirms each payday that the direct deposit has been posted by calling Clackamas Federal Credit Union as a check.

Policy For Administering Lost Pay Checks

Paychecks not delivered that have been misplaced or accidentally destroyed by the County, reported by 3:00 PM on the payday, will be replaced that day. If the problem is reported after 3:00 PM, the paycheck(s) will be available no later than 3:00 PM the following business day. The County will file an affidavit of loss with the County Treasurer to generate the issuance of the new paychecks(s).

Paychecks lost or inadvertently destroyed by the employee will be replaced no later than 3:00 PM the following business day after the employee's notarized affidavit of loss is filed with the Treasurer.

All employees are encouraged to use the Direct Deposit payroll option to eliminate the need to replace paychecks.