



# DISTRIBUTION OF SALARY PAYMENTS

PM-34-02

Section: 34-00, PAYROLL AND RECORDS

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## I. PURPOSE

The City of Memphis Government aspires to make the work environment paperless. This initiative will save the City money, boost productivity, save space, make electronic documentation and information sharing easier and minimize environmental damage. Therefore, in an effort to make the payroll distribution process paperless, this policy was established. The purpose of this policy is to set forth the preferred method for an employee to receive his/her payroll distribution. Additionally, this policy explains the procedures in which an employee may activate direct deposit distributions and utilize the Oracle Employee Self Service module to review and/ or obtain a copy of his/her Statement of Earnings.

## II. POLICY & PROCEDURES

The City of Memphis Government ("City") strongly encourages all employees to receive their pay via direct deposit. Direct deposit is a process by which an individual's net pay is electronically transmitted to the employee's account at a financial institution. The City neither requires nor recommends the use of any particular financial institution; however, the financial institution must be a member of the Automated Clearing House (ACH).

### A. DIRECT DEPOSIT

Effective November 1, 2010, all newly hired employees must provide Human Resources with an Authorization for Direct Deposit along with a copy of a voided check (or appropriate documentation of the bank account and routing numbers). Current employees who are not enrolled in the direct deposit program may submit their Authorization for Direct Deposit form to the Division of Finance, Payroll Service Center. Changes to direct deposit distributions and bank account information may be made at any time by submitting a new form with appropriate documentation (voided check) to the Payroll Service Center. The bank account that an employee provides for purposes of direct deposit must include the employee's name.

If an employee does not have a bank account and wants the benefit of direct deposit, the employee may opt to direct deposit his/her earnings via a pay card. A pay card is a payroll debit card issued by a financial institution that carries either a MasterCard or VISA logo. If an employee wants to utilize a pay card for direct deposit purposes, she/he must



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retrieve the Direct Deposit ACH routing number and account number from the financial institution that issued the pay card and provide the Division of Finance, Payroll Service Center with an Authorization for Direct Deposit setting forth the ACH routing number and account number linked to the employee's pay card.

Pay is transmitted to the Automated Clearing House according to the Schedule of Pay Dates.

Payroll distributions are issued every two (2) weeks for a total of twenty-six (26) pay periods during a calendar year. Should a regular payday fall on a City holiday, normally paper checks and ACH deposits will be available for distribution during regular business hours on the day preceding the holiday.

## **B. PAPER CHECKS**

Any paper check issued will be delivered to the worksite on the official pay date. An employee may pick up his/her paper check during the normal operating hours of the employee's worksite. The employee must present a valid identification card to receive his/her paper check.

Payroll checks not picked up after five (5) workdays shall be returned to the Division of Finance, Payroll Service Center with a written explanation stating the reason(s) for returning the employee's paycheck.

## **C. STATEMENT OF EARNINGS**

Employees may review their earnings, deductions, net pay, personal information and accruals as well as print a copy of their Statement of Earnings via Oracle located on the City's website. Employees may access their Statement of Earnings by entering the Employee Self Service module and selecting the payslip option. Employees without computer access may obtain an earnings statement from their timekeeper.

## **D. DEPARTMENTAL REVIEW**

The Division's timekeeper(s) is responsible for ensuring employees are paid in accordance with this procedure by filing all payroll timesheets and reviewing payroll reports in a timely manner. The appropriate time should



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be entered into the Oracle Time and Labor (OTL) System within the allotted time frame as established by the Division of Finance, Payroll Service Center. All Division Timekeepers must retain all timesheets for a period of no less than seven (7) years.

Timekeepers should review the employee's pay information to ensure accuracy. Any discrepancies or corrections needed should be directed to the Division of Finance, Payroll Service Center immediately.

## **E. ABSENCE DUE TO PERSONAL LEAVE**

If an employee who is scheduled to receive a paper check is absent on a payday, his/her check will be kept by the employee's supervisor or manager in a secure place until the employee picks it up. If an employee will be absent for greater than ten (10) business days, his/her paycheck will be mailed to the employee's address of record by Registered or Certified Mail, Return Receipt Requested.

## **F. ABSENT DUE TO CITY BUSINESS**

In cases where an employee who is scheduled to receive a paper check will be on leave of absence or out of town on City business on a payday, and in certain emergency situations as determined by the employee's Division Director, a Request For Advance/Prepay form may be submitted to the Division of Finance, Payroll Service Center, no later than four (4) business days in advance of the start date of the employee's leave or business trip. The Request For Advance/Prepay form must be approved by the Director of Finance and Administration. If approved, the employee can pick up his/her paycheck from the Division of Finance, Payroll Service Center no earlier than one (1) business day prior to the employee's leave or travel.

In emergency situations, every effort to expedite the Request for Advance/Prepay will be made by the Division of Finance, Payroll Service Center to accommodate the employee.

## **III. DEFINITIONS**

**Direct Deposit** A process by which an individual's net pay is electronically transferred to the employee's account at a financial institution.



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Statement of Earnings	The statement of payroll earnings and deductions distributed via the Oracle Employee Self Service module.
Paper Check	A traditional paper check is issued in certain situations when the direct deposit is not activated.
PayCard	A paycard is a payroll debit card that carries either a MasterCard or VISA logo