



# PAYROLL DIVISION PROCEDURE

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<b>PROCEDURE PR-4:</b>	Biweekly Employee Payroll Disbursement Timing and Wage Statement
<b>APPROVED:</b>	Auditor-Controller-Treasurer-Tax Collector (ACTTC)
<b>AUTHORITY:</b>	Auditor-Controller-Treasurer-Tax Collector (ACTTC)
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## I. PURPOSE

Biweekly the Payroll Division of the Sonoma County Auditor-Controller Treasurer-Tax Collector's (ACTTC) office processes payroll for all County employees and certain special districts. This document describes the requirements for determining the timing in which the County must remit payment to employees and the applicable Labor Code sections that govern payment.

If you have any questions regarding how to interpret these guidelines, please email [ACTTCPayrollDivision@sonomacounty.gov](mailto:ACTTCPayrollDivision@sonomacounty.gov).

## II. PROCEDURE

### A. Biweekly Employee Payroll Disbursement Timing

#### 1. Labor Code Requirements

The County follows California Labor Code section 220(b) which states in part: "Sections 200 to 211, inclusive, and Sections 215 to 219, inclusive, do not apply to the payment of wages of employees directly employed by any county, incorporated city, or town or other municipal corporation. All other employments are subject to these provisions."

#### 2. Payroll Disbursement Timing

- i. Based on California Labor Code section 220(b) noted above, the County is NOT required to follow the below identified timeframes outlined in CA Labor Code Sections 200 to 211 and 215 to 219, inclusive, namely:
  - Section 201(a) states payment to employees discharged from employment must be paid immediately.
  - Section 202(a) states employees who quit employment without a written contract must be paid within 72 hours after separation.
  - Section 204(d) states current active employees must be paid within seven calendar days after the close of payroll.

When an employee separates from County employment, all final hours worked will be paid in accordance with the established biweekly payroll schedule. Any remaining accrued leave balances which are payable to the employee upon separation will be paid out in the pay period following payment of final hours worked.

The County has 11 Memorandums of Understandings (MOUs) with the labor unions, as well as the Salary Resolution. These documents detail the payment of wages and availability of wage statements. Currently, the Salary Resolution Section 3.1 defines "pay periods" as:

- “Each pay period shall cover fourteen (14) consecutive calendar days and shall start on a Tuesday and end with the second Monday thereafter. Employees and officers shall be paid for each hour of paid status and other compensation nine (9) calendar days following the last day of the pay period. If a holiday falls on said day, payment shall be made on the preceding working day.”

## **B. Biweekly Employee Wage Statement/Paystub**

### **1. Wage Statement/Paystub Summary**

The County furnishes employees with an itemized wage statement or paystub each time wages are paid that includes such information as gross and net wages earned, total hours worked, applicable hourly rates, all deductions, the inclusive dates of the period for which the employee is paid, the name of the employee and the employee's Employee ID #, and the name and address of the employer.

### **2. Wage Statement/Paystub Disbursement Timing**

Based on current MOUs with the labor unions as well as the Salary Resolution, the payment of wages and availability of wage statements is specified to be the following:

- “Pay stub information will be available biweekly in the self-service feature of the HRIS system where print and/or save functions are available.”

Advice of Deposits (AODs) are available on payday for employees to view on the Employee Self Service (ESS) Portal function of the HRIS Payroll System or printed and provided to employees whose MOUs do not require electronic only distribution. Employees who receive payroll checks can also view their current and historical paystubs.

Should an employee separate from employment with the County they may still view their paystubs on ESS unless one of the following occurs:

- The employee is hired by another agency the County performs payroll for. Such entities include: the County of Sonoma, Sonoma County Transportation Authority (SCTA), Law Library, and North Coast Railroad Association (NCRA).
- The employee retires from County service and retains post-employment benefits from the County.

If the above situations happen, the employee may request information from Auditor Payroll by e-mailing their request to [ACTTCPayrollDivision@sonomacounty.gov](mailto:ACTTCPayrollDivision@sonomacounty.gov).

## **III. SUMMARY**

The timely and accurate disbursement of payroll to employees and availability of wage statements to employees is essential to maintain compliance with applicable state and federal laws, the Labor Code, regulations and MOUs.