



**Administrative Regulations  
Office of the Mayor**

**Title:** PAYCHECK DISTRIBUTION and EARLY RELEASE of PAYCHECKS

**A.R. Number:** 5.6 **Effective Date:** 2/1/2007 **Page:** 1 of 1

**Supersedes:** Paycheck Distribution and Early Release of Paychecks **A.R.:** 5.6 **DATED:** 9/1/2000

**I. POLICY**

It is policy to distribute payroll checks only in accordance with the following procedures.

**II. PROCEDURE**

A. Payroll Check Distribution. Employees may receive their paycheck on each payday as follows:

1. Non-shift employees may receive their paychecks after 8:00 a.m. on payday. In case payday Friday is a holiday, checks may be distributed after 2 p.m. on the Thursday before normal payday Friday.
2. Shift employees may, normally, receive their paychecks as early as practicable after 8:00 a.m. on payday. For shift workers whose regular work turn ends at midnight or later, but before 8:00 a.m. payday, department/agency director may approve and arrange for pick up after shift end. In approving distributions after shift end between midnight and 8:00 a.m. Friday, department/agency director should give due consideration to issues of security and privacy. In no instance will this regular pick up occur prior to 12 midnight before the official Friday payday (or 2:00 p.m. Thursday, if Friday is a holiday).

B. Early Release of Paychecks. All paychecks are to be picked up by authorized payroll clerks or authorized substitutes.

If an employee is going to be away on authorized absence on payday, the employee may submit a copy of an approved travel authorization or Application for Leave to the department/agency director with a request for early release of paycheck.

If early release is approved, the check may be picked up from the department/agency payroll coordinator after 2 p.m. on the Thursday before payday.

The City does not release funds to cover pay until payday. Those who receive their pay early must agree not to cash the paychecks prior to payday.

C. Adverse Weather Conditions. If the City officially closes on payday due to adverse weather conditions, then paychecks will be distributed on the next work day.

D. Direct Deposit Pay Option. The City encourages, and provides for the direct deposit of pay into employee's designated bank on payday as a regular pay option.

**III. RESPONSIBILITY**

It shall be the responsibility of each Department/Agency Director to see that the above policy is adhered to.

**IV. REGULATION UPDATE**

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

**APPROVED:**

**MAYOR**