

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Department of Police Services Personnel
Subject: Pay Warrant Distribution Procedure
Directive Number: 2012-01
Date: December 18, 2019
Amends/Supersedes: September 13, 2012 version; November 21, 2012 version; January 7, 2015 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

To establish procedures for the distribution of pay warrants within the department in accordance with policies and procedures established by University Cash Services (UCS).

II. Procedures:

A. A staff person listed in the CSUN PAY WARRANT DISTRIBUTION DEPARTMENT DESIGNATED REPRESENTATIVE AUTHORIZATION FORM will pick up the pay warrants from UCS (Bayramian Hall room 100R) as follows:

- Pay days: 12 noon – 3:30 pm
- Mid-month Pay Days: 10 am – 3:30 pm

During the pickup, the Department Designated Representative (DDR) will bring the DPS Pay Warrant Distribution list and will check off on the first column the names of staff persons that are getting pay warrants before leaving University Cash Services.

Note: Personnel who are responsible for processing payroll transactions shall not be involved with pick up and distribution of pay warrants.

B. Upon arrival of the pay warrants at the department, the DDR will announce to the whole department via e-mail that the pay warrants are available for pickup.

C. A DDR will have custody of the pay warrants which will be available for pick up when they arrive at the department at the following locations and hours:

- Parking Office: Monday – Thursday from 8:30 am – 4:30 pm
- Police Shift Supervisor: Monday – Thursday from 4:30 pm – 8:30 am (next day)
- Parking Office: Friday from 8:30 am– 3:30 pm
- Police Shift Supervisor: Friday 3:30 pm all the way through Monday 8:30 am

The DDR in possession of the pay warrants will hand off the pay warrants to the DDR of the succeeding shift per the above schedule and both must ensure that the pay warrants in their possession are secured at all times in the following locations:

- The front office safe at the Parking Office
- The locked cabinet in the report writing room immediately adjacent to the dispatcher service window.

D. To pick up checks, staff will sign and date the Pay Warrant Distribution list. Questions regarding actual pay should be directed to payroll services.

E. If an employee will not be present during the pay warrant distribution period (i.e. on vacation), the Records Supervisor will be responsible for following the CSUN PAY WARRANT DISTRIBUTION CHECK RELEASE AUTHORIZATION form, if any has been submitted.

F. Generally, pay warrants will not be mailed for employee convenience, but may be done so in such cases as illness, travel or training. Employees are encouraged to sign up for direct deposit.

G. After 5 business days, if a live pay warrant (green) has not been picked up, the designated Parking Office Lead shall ensure the return of the pay warrant along with a list of employee names, warrant #s and unit #s to UCS.

H. Direct deposit pay warrants (white) will not be returned to UCS and must be distributed to individual employees within 5 business days. If not picked up within 5 business days, direct deposit pay warrants will be placed in the employee's mailbox.

I. The designated Parking Office Lead will be responsible for keeping a record of each month's pay warrant receipt signatures or method of distribution, if the employee was not present. After all pay warrants have been distributed, these documents will be submitted to the Financial Analyst for filing. At the end of

the pay period, the Parking Office Lead shall turn in all completed documentation to the Records Supervisor for filing.

- J. If a pay warrant is missing, the DDR will notify UCS who in turn will notify Payroll Services for appropriate action.

Pay warrants belonging to borrowed personnel from other CSU campuses will be mailed to their home campuses/Police Departments by the Records Supervisor.

- K. Documents referenced within this procedural directive are available from the Department Financial Analyst on an as needed basis.