



District Payroll Services (DPS)

Updated Payroll Emergency Procedures (Revised August 8, 2011)

Following are the District Payroll Services (DPS) procedures for requesting emergency warrants from the DPS Department:

- Emergency warrants will be available on Thursdays only. However, some weeks the day may change due to holidays or other check printing. Please refer to the DPS Calendar provided to you. If you do not have a calendar, you may e-mail dps@cccoe.org to request one.
- Requests for emergency warrants shall be faxed; or scanned and e-mailed, to DPS by **11:30 AM** on the day warrants are printed.
- When the request is sent, please alert DPS by e-mail: The e-mail address is **dps@cccoe.org**
- All checks printed within each warrant run must be in numerical order by district. DPS staff will confirm that all of the districts are updated before printing can be started.

(Please note that deadlines are driven by County Auditor processes. Therefore, CCCOE staff must comply with the County Auditor time constraints. In order for the check to be valid the next day, the files must be transmitted to the County Auditor by 3:00 pm.)

District Staff Responsibilities:

1. Process the Employee Update on Munis before sending the "Detail Proof."
2. Verify that the Direct Deposit has been turned off.
3. Provide an explanation/reason for the emergency warrant on the Detail Proof.
4. Fax the Detail Proof page with the employee's name and details of the warrant.

Payroll Start - Emergency runs:

- A "pay period" is typically the first day of the month to the last day of the month. However, for the tenth payroll, the "pay period" is the previous month.
EXAMPLE: If the 10th payroll finals on the 4th, emergency warrants after the 4th must have a pay period of the current month. If the emergency warrant is dated the 4th, the pay period is the prior month. The period start and end date determines which month the earnings will show on the STRS/PERS report.
- Warrant run number is always YYMMDD – 120810 for August 10, 2012.
- The "pay date" is the date that the checks are to be printed.
- DPS will update the GL posting – this is the last catch for any corrections.



- Please ensure that all deduction codes are correctly attached. Particular items to look for are: no direct deposit- both net and fixed; employer paid benefits are correctly attached. Otherwise, the earnings will not be reported for UI, WC or PERS Reduction or OPEB if appropriate.

Vendor checks for Emergency checks

- Fringe benefit (F/B) vendor checks will be processed with the upcoming 10th or month end F/B batch regardless if you have a 10th payroll or not. (This is to facilitate the STRS and PERS processing which processes based on the pay period.) If you do not want that vendor check to print, you can go to the fringe benefit batch and change the batch number on that invoice.
- Vendor checks that will print and be paid are: STRS, PERS, FIT, SIT, SDI.

Emergency Warrant Pick Up Procedure

- We've implemented a new pick up procedure for emergency checks. The checks will no longer be placed on the shelf for pick up. A signature will be required for release. Those districts that come to the County Office will have to pick up the yellow tent from the shelf, take it to the DBS area and sign for release of the emergency check(s). For East County districts, Tito Rodriguez/Julio Perez will have a binder for you to sign in order for your emergency check(s) to be released.