

ADMINISTRATIVE PROCEDURE

EMERGENCY PAYROLL DISTRIBUTION PLAN

4181

Procedure No.

July 1, 2013

Date

- I. **PURPOSE:** When schools and/or offices are declared closed during inclement weather and other: To notify all personnel of the procedure for the distribution of payrolls emergency conditions.
- II. **BACKGROUND:** The Emergency Payroll Distribution establishes the procedure to be followed when payday coincides with emergency school and/or office closings resulting from inclement weather or some other emergency condition.
- III. **PROCEDURES:** In the event that inclement weather or another emergency forces the closure of schools and/or offices, payroll procedures will be as follows:
 - A. For employees participating in direct deposit, their pay will be deposited directly into their financial institution accounts on payday as per standard procedures. Direct deposit vouchers will be distributed to schools on the first day that schools and/or offices reopen.
 - B. For employees not enrolled in direct deposit, payroll checks or payroll debit cards will be distributed via the U.S. Mail to their addresses of record.
 - C. Execution:
 1. The Assistant Treasurer is notified as soon as possible.
 2. The Assistant Treasurer contacts the Mailroom to be on alert to:
 - a. deliver checks to the U.S. Postal Service and
 - b. distribute direct deposit vouchers on the first day that schools reopen. Distribution will be according to regular scheduled times and routes.
 - D. As per payroll distribution procedures, requests for early pick-up of paychecks or vouchers will not be honored except under extraordinary circumstances which have been approved in advance by the Director of Financial Services, on a case-by-case basis.
 - E. ALL EMPLOYEES ARE REMINDED THAT THEY ARE ELIGIBLE FOR DIRECT DEPOSIT AND THAT THEY MAY ENROLL IN DIRECT DEPOSIT AT ANY TIME. Employees may initiate Direct Deposit via Oracle Employee Self Service, obtain Direct Deposit Authorization forms from their current school/work location, or contact the Treasury Operations Office at 301-952-6070 for assistance.

ADMINISTRATIVE PROCEDURE

EMERGENCY PAYROLL DISTRIBUTION PLAN

4181

Procedure No.

July 1, 2013

Date

-
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Treasury Operations Office and will be reviewed and updated as the need may develop.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4181, dated November 15, 2010.
- VII. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10