

Rule XXIV: Certification of Payroll Documents**RULE XXIV****Certification of Payroll Documents**

Section A. Purpose of preaudit of payroll documents

For the purpose of assuring the legality of appointment and payment of County employees subject to the provisions of Article VII of the Charter and the ordinance and rules adopted, the Personnel Director or designee shall examine and certify by an approval signature processing all additions, deletions and changes in payroll for employees subject to the merit system.

Section B. Submission of payroll documents

Prior to submitting payrolls, Appointing Authorities shall report all additions, deletions and changes in status and pay for employees subject to the merit system on forms approved by the Personnel Director.

Section C. Certification of payroll documents

- 1 Prior to the payment of any compensation or wages for personal services by the Chief Accounting Officer or any other County authority, all documents authorizing additions, deletions and changes in appointment, status and pay shall be sent by appointing authorities to the Personnel Director for audit and certification by an approval signature.
- 2 No additions, deletions or changes in the payroll shall be accepted or moneys authorized or paid by the Chief Accounting Officer or any other County authority for personal services of any employee in the merit system unless such additions, deletions or changes bear the approval signature of the Personnel Director or designee.
- 3 The Personnel Director shall withhold approval of additions, deletions and changes in status and pay of employees in the merit system which are not in conformity with the requirements of the Charter, the ordinance and these rules.
- 4 If any employee feels that the Personnel Director is wrongfully withholding approval of payroll documents for the employee's personal services, such employee may appeal to the Commission or institute legal action to compel the Personnel Director to approve the change.

Section D. Excessive or illegal payments

When, by reason of unreported absences, clerical errors, excess leave, or for any other reason, an employee receives excessive or illegal pay, the amount of any such excessive or illegal pay shall be entered as a deduction on a succeeding payroll of the employee following the discovery of the excessive or illegal payment.