

City of Irving Financial Policies and Procedures  
**Payroll Check Release**

1. Unless authorized by the Chief Financial Officer or the City Manager (or his designee), the city will distribute payroll checks on the regularly scheduled pay date only.
2. Payroll checks and direct deposit statements are available at 8 a.m. on payday at the front counter in Financial Services.
3. A list of employees who can pick up payroll checks and direct deposit statements for each department is maintained by the Financial Services Department.

To maintain proper internal controls, it is necessary for the employee picking up payroll checks to sign for the checks and direct deposit statements.

Checks will be distributed only to the individuals listed or to the Department Director.

Each department should submit updated listings prior to the first pay period of the fiscal year or as the persons authorized to pick up payroll checks change, if such changes occur during the year.

4. Checks and statements are distributed for the entire department, not individually.