3-02/200.00 - Payroll Information Requests

Employees shall direct all questions regarding time and pay to their unit time accountant, including questions regarding time and pay codes, which are used to designate a variance to an employee's normal workday.

Pay, Leaves, and Records (PLR) Units is the Department of Auditor-Controller's Countywide Payroll Division's **sole** designated Sheriff's Department liaison. Sheriff's Department units and/or employees shall **NOT** directly contact the Department of Auditor-Controller's Countywide Payroll Division. PLR shall contact the Department of Auditor-Controller's Countywide Payroll Division, on behalf of Department units and/or employee, when appropriate.

Unit time accountants shall contact Personnel Administration Bureau's Pay, Leaves, and Records (PLR) Units on behalf of employees, if further clarification and research are needed. If an answer is urgently needed, the contact shall be made by phone. All routine requests for information shall be submitted to PLR on a SH-AD-32A form.