

PAY HOLD PROCEDURES

10/10

Implementation of Ed Code 45034: "No order for a warrant, and no warrant drawn pursuant to section 42647, shall be drawn in favor of any person employed in a position requiring certification qualifications, unless such person is at the time the holder of a proper certification document in full force for the full time which the requisition or warrant, as the case may be, is drawn and on file or registered as required by law..."

5-10 days prior to final payroll and certification due to MCOE:

1. District Payroll runs CRD 132 report with payroll prelists
2. District Payroll/HR review names and identify causes for the exception with notations on the report (e.g., budget coding error, credential not on file, PEA not requiring credential, etc.) and correct as appropriate.

No less than two (2) days prior to final payroll and certification due to MCOE:

3. District HR communicates with MCOE Credentials Analyst any expired or unregistered credentials; provides backup documentation prior to any changes requested.
Note: No research is begun without District initiation.
4. Credentials Analyst researches and makes changes in the CR screen with proof of application, renewal or registration provided by the District, if applicable, and notifies District HR upon completion of updates and notifies MCOE Director of Personnel of any unresolved issues from this process.

Due day of final payroll and certification Submission Date to MCOE:

5. District signs off notated CRD 132 report and attaches as backup to their payroll certification and sends to COE External Business Services.

Payroll Processing date:

MCOE Information Services runs the Post Production CRD 132 and delivers to MCOE Business Services.

Prior to District Payroll pick up date/pay day:

6. MCOE Business/Personnel Directors notify District Business Office and District Superintendent of names of individuals with unresolved audit issues (PAY HOLD)
7. MCOE HR notify MCOE Business to initiate the protocol for Pay Hold of hard copy checks and/or automatic payroll deposits.

District Payroll pick-up less pay holds

8. MCOE Credential Analyst issues TCC upon receipt of all complete application materials (appl affidavit, fee, fingerprints) supporting issuance of credential.
9. MCOE Credential Analyst work with MCOE HR to notify MCOE + Dist BO's, + Dist Supt of Pay Hold release
10. District BO request hand warrant
11. Dist BO/HR notify employee of procedure to pick-up pay check

