

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Supervisor Jeff Stone **SUBMITTAL DATE:** January 5, 2011
Paul Angulo, Auditor-Controller

SUBJECT: P.A.S.S. Payroll Advice Self Service – Your “pass” to your pay stub

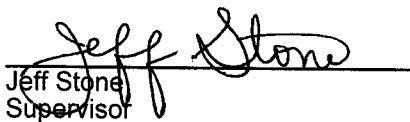
RECOMMENDED MOTION: That the Department of Human Resources, the Office of the Auditor-Controller, and OASIS implement this proposed procedure by February 23, 2011.

BACKGROUND: The **SCRAPE** program adopted by the Board of Supervisors on February 3, 2009, identified ways to reduce county costs during these challenging economic times. As contemplated in **SCRAPE**, the **County spends \$5,000 bi-weekly** sending a payroll detail stub/advice to all employees who have electronic deposits at considerable costs and defeating the cost-effective purpose of electronic deposits of payroll warrants to reduce costs.

This new procedure will require county employees who receive their pay advices electronically to download their pay warrant stub/advice from a county computer, library computer, or personal computer, at Employee Self Service, which website is: <http://www.workforceexchange.net/>. Accessing PeopleSoft Self Service, log into the mode of PeopleSoft at: <https://oasishrms.co.riverside.ca.us/psp/HPD9/?cmd=login&languageCd=ENG&> Employees who do not have access to a computer can request a copy of their pay advice/stub from their department payroll representative or the Auditor-Controller’s Payroll Division. Currently, RSA Law Enforcement Unit, and LIUNA bargaining group will be exempted from this policy pending negotiations with those groups. Employees who receive paper warrants are also exempted from this policy.

This new procedure will begin February 23, 2011 as a result February 9, 2011 will be the last payroll printing of payroll stubs/advices. In addition, employees not participating in electronic depositing of their pay warrants are encouraged to do so to save considerable expense to the county.

Annual Estimated Fiscal Savings: **\$130,000** (based on \$5,000 per payroll period).



Jeff Stone
Supervisor
Third District



Paul Angulo
Auditor-Controller

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