

Personnel-Series 4000

4000 THE MERIT SYSTEM

4500 MISCELLANEOUS PROVISIONS

4510 PAYROLLS

**4510.2 Payroll Audit**

- A. The Director, Human Resources shall audit all initial employment assignments and changes in employment assignments for all classified personnel and, if found to be in accordance with existing law and rules, shall certify the assignment(s) for payment. All changes of assignment including transfer, change of hours, etc., shall be reported to the Director, Human Resources for recertification.
- B. The Director, Human Resources shall make periodic audits of all classified payrolls and, if he/she finds assignments that are not in accordance with existing law and rules, he/she shall withdraw his/her certification and order payment stopped.
- C. If, upon examination of a payroll or service report by the Director, Human Resources, it is found that any person named thereon has been employed in violation of any provision of the Merit System or rules and regulations of the County Education Office, notice of such violation shall be mad and shall deserve as official notification that the drawing, signing, or issuing of any warrant by the disbursing officer of the County Education Office for the payment of salary or compensation to such person is unlawful.

Reference:

Education Code Sections 45196, 45260-45262, and 45310-45311

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