



Shasta Election Times

How do I get my Payroll Check? (and why does it take so long?)

Although most poll workers (PW) are surprised when they discover they earn a stipend for volunteering to work the polls on Election Day, they are even more surprised at how long it takes to receive their payment.

It may seem like a simple process to issue a check, however the journey of your Payroll Claim Form passes through the hands of many people and many steps. Often the

process is held up to 1 week just collecting missing signatures.



In the weeks before the election, the inspector submits their Inspector's Declaration listing their board members, a report is run which includes each PW's full name, address, assigned precinct, and scheduled shift. Then the Payroll Claim Form is created and sorted per precinct.

In the days after the election, each PW's Declaration of Board Members Form and their Payroll Claim Form are pulled from the inside of the Active Roster to verify data and signatures against each other. The forms are then sorted by PW classification and amount paid. Any missing signatures or mistakes on any of these forms delays that entire precinct's process. If any signatures are missing, that person is

contacted and must come into the office to sign, as soon as possible, to continue the process.

Until a precinct board's forms are all complete, that board's payroll is at a standstill. Once that entire precinct is verified, the forms are then forwarded to the elections accounting department.

The Payroll Claim Form is then checked to make sure the PW classification matches the amount to be paid, the election date, name, signature, address, city, and zip code is completed. Then the total amount due is extended out and initialed that the form is ready to be scanned and entered into the accounting computer system.

The form is scanned and the name and address on the form is verified against the PW profile in the accounting computer system at the time of entering the claim. Then it's sent via workflow to Cathy Darling Allen to approve.

Finally, it is sent via workflow to the Auditor's Office; to audit, process, and mail the check. This could take up to a 1 week.

Occasionally a Payroll Claim Form is rejected; and we have to resubmit the form. The most common reason for rejections are invalid or incomplete addresses; transposed numbers, misspelling of street name, etc. Other issues include name changes or the signed name doesn't match the printed name.



For example, a PW signs a nickname instead of the name printed on the form (Patty instead of Patricia). These types of issues contribute to delays in processing.

In conclusion, if every PW would sign the Declaration of Board Members and their Payroll Claim Form with the correct name and address matching the information on the form on Election Day, your check should be received within 30 days after the Election.

If we call you after the Election, due to a missing signature or incorrect signed name, please come to our office immediately, as your signature holds up all of that specific precinct's checks.

Remember:

Review the Payroll form on Election Day prior to signing,

Sign your name as it is printed on the form,

Make sure the address is correct for you to receive mail (if not, change it)

Question: Since 1936, which poll has predicted the outcome of all but two Presidential Election contests?

Hint: Sounds like how horses get around quickly.

Answer: *The Gallup Poll*

Follow up Question: Which two contests did Gallup pick the wrong candidates?

Follow up Answer:

1. 1948 Harry Truman beat Thomas Dewey
2. 1976 Jimmy Carter defeated Gerald Ford



Staff Spotlight: April Williams

April is one of our “Extra-Help” employees who started working here in early April 2014. She can do everything that is thrown at her! She jumped in before the June Primary Election in 2014 and immediately started working on setting up Standby Poll Workers. She was then asked to work with our Bookkeeper on PW Payroll. She is currently working almost exclusively with our Bookkeeper.

April has done ADA Accessibility Surveys with Nancy, helped with training poll workers, helped pack supplies and the Totes, helped checkout Inspectors when they come in to pick up their supplies, worked with sample ballots and helped

run the 400C machine that counts the ballots afterwards. The majority of her post election work is getting the poll workers checks done.

April enjoys running and working out in her spare time. She has run a few marathons and enjoys the outdoors. She teaches a preschool music class at the YMCA and shuttles her kids around to various sport activities such as dance, volleyball, tennis, football and basketball.

April is looking forward to experiencing a Presidential election at the office!

**SHASTA COUNTY
ELECTIONS
DEPARTMENT**

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