

County of Sonoma Countywide Cost Saving Ideas		<u>FOR OFFICIAL USE ONLY</u>
NAME OF ORGANIZATION CRA (ROV)		DATE RECEIVED
NAME OF PERSON SUBMITTING IDEA	WORK PHONE #	EMAIL
TITLE OR SUBJECT OF COST SAVING IDEA Electronic payroll information/direct deposits		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s) 1) Employees receive a "hard copy" of payroll stubs if they use direct deposit. I am also aware that DHS sends these direct deposit payroll documents to employees via USPS on payday; this also adds postage and envelope costs. 2) If an employee is signed up for payroll direct deposit, can expense reimbursement checks be deposited directly into the same account used by payroll if given permission by the employee? Can the current reimbursement forms be revised to allow this option? I currently have to drive to pick up checks, then drive to a bank to deposit them.		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s) 1) Can this payroll "hard copy" be eliminated and provided to employees electronically via email? This piece of paper serves no other function but to give information. I would prefer to not have one more piece of paper to file and later shred. I'd rather have an electronic file. And, employees can print them on demand as needed thus potentially saving the County the cost of printing one for each employee. Additionally, this would increase the privacy of payroll information as only the employee would have access (hard copies in the office would not be accessible by others). As far as DHS, they would save the envelope and postage costs as well. If this is viable, direct deposit should be heavily promoted to maximize the benefit.		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s) Cash savings: paper, ink, postage Human resources: staff labor Service: consistent with County's "green initiatives"		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA Legal: how personnel information is provided-privacy/security issues? Software limitations (cost to implement new software could save over long term given material savings)		

Send to _____, at CAO's office