



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 3-3.12

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DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

INCORPORATED EMPLOYEES –
FISCAL CONTROL PROCEDURES

APPROVED

Rudy Lopez
Rudy Lopez, Director

I. PURPOSE

This procedure is necessary to maintain fiscal control of Contracted/Incorporated employees who are paid by Mental Health but do not enter the system through the normal payroll procedures. The maintenance of the control log will be with Fiscal Services.

II. PROCEDURES

1. The secretary for the Chief, Medical Services, will notify the Accounting Technician, Fiscal Services, and the Staff Analyst II, Contracts, when an Incorporated M.D. is **assigned** to begin working.
2. The position number and employee number will be assigned by the Accounting Technician.
 - a. Position numbers will be in sequence, beginning with the number 99900.
 - b. Employee numbers will be assigned using the first initial of the last name and four digits running in sequence from 9900.
 - c. As soon as the contractor has been assigned the position number and employee number, the Accounting Technician will issue a memo with this information to the Deputy Director, Medical Services.

SAMPLE

Control Log - Position/Employee Numbers for Incorporated M.D.'s

Position No.	Employee Number	Name
99902	M 9902	Moreno
99903	P 9903	Park

3. Contract compliance designee assistant is required to send new incorporated M.D. listing and the amount of the contract monthly to the County Affirmative Action Compliance Manager.