

Payroll Policy and Procedures for sports Officials and Scorekeepers working league games for the Rogers Activity Center:

- **You must show a picture ID at the front desk of the RAC before your payroll check will be released. The only person that can pick up the payroll check is the person that the check is made out to.**
- Each year a new W-9 must be filled out and turned in to the front desk before your first payroll check of that year will be released.
- If you want your payroll check picked up by another individual, you must email Coleta Paris (cparis@rogersar.gov) the name(s) of the individual(s) that is/are allowed to pick up the check.
- Officials/Scorekeepers payroll checks can be mailed to a home address if requested. If you want this option, you must email Glenda Rodriguez (grodriguez@rogersar.gov).
- **Payroll checks will expire after 90 days of issuance. Payroll checks reissued after expiration date will be issued minus a \$30.00 fee per check.**
- If during a payroll period, an Official or Scorekeeper works for two different sports (adult basketball and youth basketball) or (adult softball and adult flag football), you may have two (2) payroll checks instead of one (1).