



Pinellas County Payroll Information FAQ's

How will I receive my first paycheck?

- BCC, Clerk, SOE, BTS, Human Rights, County Attorney, and Human Resources employees will receive their first check by mail.
 - Will be mailed the Thursday before pay day.
- Property Appraiser and Forward Pinellas employees get their first check hand-delivered.
- Tax Collector employees receive an electronic paycheck (direct deposit).

If I want to pick up my first check, how and when do I request it?

- BCC, Clerk, BTS, Human Rights, County Attorney, and Human Resources employees can arrange pick-up from the Clerk Finance Office.
 - Must send email request to payroll@pinellascounty.org.
 - Email must be sent by Wednesday of the pay week by 10 am.
- SOE employees can arrange to pick-up from the SOE Finance Office.
 - Must call 727-464-4989 to request.

After I have requested pick-up, where do I go and when?

- BCC, Clerk, BTS, Human Rights, County Attorney, and Human Resources employees can pick-up their first check **ON PAY DAY** between 7:30 am – 4:30 pm.
 - Location: Utilities Bldg., 14 S. Ft. Harrison Ave., 3rd Floor, Clearwater.
- SOE employees can pick-up their first check **ON PAY DAY** between 8:00 am – 4:00 pm.
 - Location: 13001 Starkey Rd., Largo.

Do I need to bring anything to show proof of identification if I pick-up my first check?

- Must bring photo ID (driver license or county issued ID).

Who should I call if I have additional questions?

- Direct any additional questions to your manager or supervisor.