

SAM—PAYROLLS

RELEASE OF SALARY WARRANTS (Revised 9/00)

8580.2

When a pay period ends on a normal workday (Monday through Friday), departments may release salary warrants anytime on that day **after the employee has completed the work for the pay period**. For employees who complete their shift at 5:00 p.m. on the last day of the pay period, departments may release salary warrants up to two hours prior to the end of the shift for administrative ease. When the pay period ends on a Saturday, a Sunday, or a holiday, departments may release salary warrants anytime on the last preceding normal workday (Monday through Friday) **provided the employee has completed the work for the pay period**. If employees are going to deposit or cash their warrants prior to the issue date, they should be cautioned to do it just before bank closing time, or 4:00 p.m. on those days when the banks are open until 6:00 p.m. This will ensure that the warrant will not be presented to the State Treasurer's Office prior to the issue date since it cannot accept warrants from a bank before the issue date of the warrant.

Salary warrants will not be distributed to employees until the time paid for as shown on the Payroll Warrant Register has been verified with the attendance reports and a check made to ensure that the warrants should not be withheld because of amounts due to the agency revolving fund or judgment creditors. Supplemental Payroll Warrant Registers will be checked against uncleared reports of exceptions, adjustment notices, or other payroll records to ensure against release of duplicate or otherwise improper payments. Agencies having maintenance deductions, e.g., housing charges will check final payments for separating employees to ensure that all maintenance charges have been collected.

Salary warrants will not be mailed for employee convenience. If employees are absent due to an approved nonrecurring condition, such as travel, sickness, or training, and prior arrangements have been made, warrants may be mailed.