

SAM—PAYROLLS

DUTIES INCOMPATIBLE WITH HANDLING OF SALARY WARRANTS

8580.1

(Revised 09/00)

State agencies will observe the following separation of duties in designating persons who can certify or process personnel documents to SCO, Division of Personnel and Payroll Services. Persons designated by agencies to receive salary warrants from SCO, or to distribute salary warrants to employees, or to handle salary warrants for any other purpose will not be authorized to process or sign any of the following personnel documents:

- a. Proof of Lost or Destroyed Payroll Warrant and Request for Issuance of Duplicate Warrant, Form CD-113A and B
- b. CSU Personnel/Payroll Transaction form, STD. 456-A
- c. Absences Without Pay Report form, STD. 603
- d. Absence and Additional Time Worked Report form, STD. 634
- e. Payroll Exceptions Report form, STD. 666
- f. Time and Attendance Report form, 672
- g. Miscellaneous Payroll/Leave Actions form, STD. 671
- h. Payroll Adjustment Notice form, STD. 674
- i. Personnel Action Request form, STD. 680-A

Departments will review duties at least semiannually or more often if necessary to comply with this section.