

SAM—PAYROLLS

RETURN OF SALARY WARRANTS TO THE STATE CONTROLLER'S OFFICE, DIVISION OF ADMINISTRATION AND DISBURSEMENTS

8580.3

(Revised 9/00)

Computations of amounts of gross and net pay made by SCO will not be verified by agencies. However, agencies must be careful to withhold and return to SCO, Division of Administration and Disbursements, warrants which would result in overpayments because of incorrect documents submitted to that office. Warrants for less than the amount due should be given to the employees so that they may receive partial payment pending receipt of supplemental warrants. The handling of overpayments and underpayments should be done in accordance with bargaining unit agreements.