

PAY WARRANT DISTRIBUTION PROCEDURES

I. Before Distribution

- 1) Payroll requires that each department have at least two active Warrant Pick-Up Coordinators (WPC), (a primary and back-up). Each department is required to have a [Signature Authorization Form](#) on file with Human Resources that identifies the WPC's. If there is any change to the form during the fiscal year, a new [Signature Authorization Form](#) must be submitted to Payroll Services at least 24 hours before the next warrant distribution. New forms are required by July 1st of every year.
- 2) Personnel assigned to Payroll Services or staff authorized to prepare payroll transactions and/or certify attendance reports **will not be authorized** to receive and distribute pay warrants. (SUAM 3812.1)
- 3) The pay warrants must be received and distributed by a designated departmental office physically apart from Payroll Services. (SUAM 3811) Pay warrants will be received by the Disbursement Office from the State Controller's Office (SCO).
- 4) Pay warrants are grouped in the order in which they are received from the SCO in reporting unit number order. This number is used to identify a department within the university.
- 5) The Disbursement Office verifies each pay warrant (live checks are green and direct deposit advices are white) against payroll reports received from Payroll Services.
- 6) If a WPC is unavailable to pick up pay warrants on any payroll date, the back-up WPC will be responsible. If a back-up WPC is not already assigned, or a back-up WPC is not available, the primary WPC should notify their Department Liaison at least 24 hours in advance of a pay warrant distribution date to arrange an alternate warrant pick up person.



II. Distribution

- 1) **Master Payroll distributed at the end of the month:** The WPCs will pick up pay warrants at the Disbursement Office on or after the designated pick up time on payday. To ensure that the pay warrant will not be cashed or deposited prior to the issue date, pay warrants will not be available before 3:00PM to the employees (SAM 8580.2). Pay warrants must not be cashed until just before bank closing time on the day preceding the issue date on the face of the pay warrant. Any bank charges arising from an employee cashing his/her pay warrant before the issuance date will be the responsibility of that employee.
- 2) **Hourly Staff and Student Employee Payday:** The WPCs will pick up pay warrants at the Disbursement Office on or after 9:00AM on the mid-month payday, and should immediately distribute.
- 3) The WPC must present a photo identification card to pick up the pay warrants.
- 4) To comply with Segregation of Duties policy, it is essential that there be a division of duties between those persons responsible for processing E-TRAC, payroll transactions, payroll certification, and/or reconciliation, and those who receive and distribute warrants (SUAM 3812.1). The department head will ensure that under no circumstances will a person authorized to certify attendance, or prepare and/or approve pay documents, have custody of pay warrants at any time
- 5) The WPC will pick up and sign receipt for the pay warrants for the department. The WPC does not have to ensure that there is a warrant for each employee in his/her department. Any questions regarding the actual pay warrants received should be directed to Payroll Services.
- 6) The WPC will ensure that all live pay warrants (green) in their possession are to be kept locked and secured at all times, such as a locked drawer or cabinet. Only the WPC will have access to that locked drawer or cabinet.
- 7) Pay warrants must be handed directly to each employee on payday. The WPC will have the employee sign receipt of the pay warrant at the time of pickup. If an employee is not present, the WPC will maintain pay warrant distribution instructions for each individual employee in their department containing the preferred method of distribution and handling of their pay warrant. Pay warrant distribution instructions should be distributed per the written instructions ([Pay Warrant Distribution Check Release Authorization Form](#)).



- 8) Generally, pay warrants are not to be mailed for employee convenience. However, they may be mailed, with prior approval, in cases such as illness, travel, or training. (SUAM 3812)
- 9) After 5 (five) business days, if an employee does not pick up his/her pay warrant after a reasonable amount of notifications, the WPC shall return the unclaimed pay warrant to the **Disbursement Office** along with a memo listing returned live warrant(s), with a cc to Payroll Services. A written record of all unclaimed pay warrants will be maintained by the **Disbursement Office** and a copy given to Payroll Services. (SAM 8580.5)
- 10) Pay warrants that are direct deposit advices (white) **will not be returned** to the Disbursement Office and must be distributed to individual employees by the WPC.
- 11) The WPC will be responsible for keeping a record that houses each month's pay warrant receipt signatures or method of distribution, i.e., mailed, or placed in an internal mailbox.
- 12) If a pay warrant is found to be missing, the department will notify the Disbursement Office, who will then check to see if they are in possession of the pay warrant. If the pay warrant still cannot be found, the Disbursement Office will notify Payroll Services and Payroll Services will contact the State Controller's Office.
- 13) Any lost/misplaced pay warrants can only be replaced by the State Controller's Office. This process takes between 4-6 weeks. Have the employee contact Payroll Services.
- 14) In cases where a department WPC is unavailable to pick up and distribute the pay warrants, with prior notification to Payroll Services, employees may pick up their individual warrant after 3:00pm on master payroll dates, and after 10:00am for Hourly Staff and Student Employee Paydays. Employees who need to pick up their own pay warrant must present a photo identification card at the Disbursement Office [Admin 358] with a warrant pick up slip issued by Payroll Services.
- 15) When pay warrant distribution falls on a holiday, with prior request, the pay warrants may be picked up by employees at a pre-determined location and time.

Note:

SUAM (State University Administrative Manual)

<https://csyou.calstate.edu/Policies/ICSUAM/Pages/default.aspx>

SAM (State Administrative Manual) <http://sam.dgs.ca.gov/TOC/8500.aspx>