DISTRIBUTION OF SCO PAYROLL WARRANTS 3765

(No. 88 August 2005)

Purpose: To provide procedures to comply with SAM 8580 in the distribution of SCO Payroll Warrants and procedures for undeliverable warrants.

SAM Section 8580.1 describes the separation of duties between employees who can certify or process personnel documents and those who can receive or handle warrants for any purposes.

Reference/Authority:

CDF 1163; 3630
SAM 8042; 8580; 18424.

Forms/Related Documents:

Authorization to Receive and Distribute SCO Payroll Warrants / RF Checks, AO-2
Report of Collections, AO – 197 sample: undeliverable warrants / checks

In order to comply with SAM requirements, CDF policy will be as follows:

Sacramento Headquarters (HQ)

- Sacramento HQ warrants will be distributed by designated employee(s) of the Departmental Accounting Office (DAO) who do not process or sign any of the documents listed in SAM 8580.1. The current designated employee is the DAO – Cashier and is located in the Accounts Receivable Unit.

- Each Unit Manager must notify the Accounts Receivable – Supervisor of the designated employee(s) who are authorized to pick up warrants from DAO. The Unit Manager may complete the Authorization to Receive and Distribute Payroll Warrants / RF Checks (AO-2) or send via email or memo. See CDF 3765.4 for instructions on completing the AO-2. If sent via email or memo, include the following information:

  1. Employee(s) Name
  2. Telephone Number of employee(s)
  3. Unit Name(s)
  4. Payroll Reporting Unit(s)

- DAO – Cashier will do the following:

    - Upon notification of designated employee(s), update “PEOPLE AUTHORIZED TO PICK UP CHECKS” document.

    - When an employee picks up a warrant, verify employee name is on list. Have employee complete either “MASTER PAY WARRANT PICK-UP SHEET” or “GENERAL CHECK PICK-UP SHEET”.

    - Release warrant(s) to employee.

    - On an annual basis, review “PEOPLE AUTHORIZED TO PICK UP CHECKS” documents. If not current, contact Unit Manager.

All Other Units

- Region, Unit, Station, and Camp warrants will be distributed by designated employees of the Unit who do not process or sign any of the documents listed in SAM 8580.1.

- Each Region, Unit, Station, and Camp must designate an employee who is authorized to receive and distribute warrants.

WARRANT DELIVERY TO EMPLOYEE(S) **3765.1**
(No. 88 August 2005)

The Employee(s) listed on the AO-2 will deliver the warrant to the employee named on the warrant. A warrant which is not picked up within five (5) working days is to be returned to the DAO/Unit Finance. If the warrant is not picked up, DAO/Unit Finance will:

- Contact DHR/Unit Human Resources (HR) for address information and mail the warrant using the US Postal Service with the information provided.

UNDELIVERABLE WARRANTS **3765.2**
(No. 88 August 2005)

When an envelope which contains a warrant is returned by the U.S. Postal Service stamped “Undeliverable” or “Moved, left no forwarding address”, the warrant will be delivered to DAO/Unit Finance who will:

- Send a photocopy of the returned envelope to DHR/Unit HR requesting updated address information.

Upon receipt of updated payee address information, DAO/Unit Finance will:

- Mail the warrant using the new information.
- If a phone number is available, attempt to locate the payee by telephone.

If the warrant is returned a 2nd time, it must be deposited and remitted to the State Controller's Office (SCO) escheat account. Southern Region: Forward undeliverable warrants to the Region Office along with instructions to Region to deposit the warrant. Maintain documentation to show that every attempt was made to deliver the warrant to the employee.

- When a request is made for re – issue of warrant, email DAO-Fund Accounting Supervisor with warrant number, issue date, amount, name and address of payee.
    - If issue date is three years and older provide CALSTARS coding for the current year support appropriation

ESCHEAT ACCOUNT INSTRUCTIONS **3765.3**
(No. 88 August 2005)

Report of Collections Unit

Prepare a Report of Collections (AO-197) following instructions in CDF 3630.4 and AO-197 sample undeliverable warrants / checks.

- Coding: Index = 9497; PCA = 81001; Revenue Source Code = 161000.
- A copy of the AO-197 and the warrant must be sent to DAO-Cashier and DHR/Unit HR.
- DAO-Cashier will provide a copy of the AO-197 to DAO-Fund Accounting.

DAO – Fund Accounting

DAO-Fund Accounting will remit to the SCO Escheat Account and do the following:

- Maintain a subsidiary ledger of amounts credited to and disbursed from the Escheat revenue accounts.
    - This account includes monies deposited and any uncashed warrants older than one year.

- Claims made by payees will be processed by filing a claim schedule against an Escheat revenue account.
    - Amounts credited in the current fiscal year will be filed against the current year Escheat revenue account.
    - Amounts credited in a prior fiscal year will be filed against the prior year Escheat revenue account.
    - Amounts three years and older will be filed against the current year support appropriation.

AO-2 **3765.4**
(No. 88 August 2005)

The following information will assist in completing the AO-2:

- The AO-2 is sent to the Departmental Accounting Office. Check the appropriate box(es) for the unit.
- List Unit Name(s)
- List the Payroll Reporting Unit and Index for each Unit Name listed.
- Check if Add or Delete
- List name(s) of Employees(s).
    - Check appropriate box(es) which employee may receive and distribute SCO payroll warrant / RF check.
    - List the phone number of the employee.
- Unit Manager must sign and date. Include the phone number.
- Unit Manager must annually (January), review the AO-2 file to verify that the employee(s) listed continue to meet the separation of duties. Submit any updates to DAO or Unit Finance as appropriate.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)