

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-26

Effective Date: 05/24/1999

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C. Duleben
County Administrator

SUBJECT: **MANUAL PAYROLL WARRANTS**

DEPARTMENT RESPONSIBLE: **All County Departments**

1. STATEMENT

Under limited circumstances, a Department's Payroll Representative can request a manual payroll warrant by completing a Request for a Manual Payroll Warrant form which must be signed by the Department's Appointing Authority or Designee. This procedure will address the conditions under which a manual payroll warrant may be issued and the steps required to obtain a manual payroll warrant.

Replacement warrants for lost or destroyed warrants will not be addressed, refer to the Administrative Procedure 22-9, Duplicate Warrant Procedure.

2. CONDITIONS

A manual payroll warrant will only be issued if one of the following situations arise:

- An employee was paid an incorrect amount and the net result is \$50.00 or greater. These requests should be used for emergency purposes only and should not be used on a continual basis to correct Departmental errors in calculating the time sheets. Per the Administrative Procedure for Personnel Action Forms (22-17), a manual warrant will not be issued if the employee did not receive a wage increase because the PAF was received by the Department of Finance and Risk Management after 12:00 P.M. on the Friday before the close of the payroll period.
- An employee was not paid and should have been paid for regular hours worked.
- An employee was involuntarily terminated. Employees who are involuntarily terminated shall be paid wages within seven (7) business days or at the end of the next regular pay period, whichever is sooner per Personnel Policy 8-123 Section A.2.c.(1) and Arizona Revised Statute 23-353. It is the Department's responsibility to ensure that the PAF's for terminated employees with the proper termination code are approved by Human Resources and forwarded to the

Department of Finance and Risk Management in a timely manner so that the terminated employees receive their final warrant within seven business days. Employees who voluntarily terminate will be paid their final wages on the next regularly scheduled pay date.

3. **PROCEDURE**

To initiate a Request for a Manual Payroll Warrant, the Department will complete a Request for a Manual Payroll Warrant form using the fillable form located at <http://intranet.pima.gov/Finance/forms.shtml> (Attachment 1). The instructions for completing this form are as follows:

- 3.1. Enter the current date in the space provided.
- 3.2. Enter the name of the employee to whom the warrant should be issued.
- 3.3. Enter the employee's identification number.
- 3.4. Enter the Department's name and Hi Org. code.
- 3.5. Enter the beginning and ending dates for the pay period covered by this warrant.
- 3.6. A space has been provided for regular hours, overtime hours, shift hours and hourly rate. Enter the number of hours to be paid in the appropriate area. Hours should be entered with two decimal places, example: 12.00 hours. The rates of pay should be written with four decimal places, example: \$15.1500 per hour.
- 3.7. If other types of hours and/or amounts are required, under Other, enter the description, hours, an hourly rate and/or amount. If the employee is being terminated, also attach a memorandum instructing the Department of Finance and Risk Management to deduct for uniform allowance, bar dues or any other amounts due to the Department at the time of termination in accordance with Personnel Policy 8-123 Sections A.2.b, A.3, A.4, and A.5.
- 3.8. The amount and total amount will be calculated by the Department of Finance and Risk Management.
- 3.9. In the space provided, enter the reason for this request.
- 3.10. Obtain the signature of the Department's Appointing Authority or Designee.
- 3.11. Indicate the terminated employee's home address, as the warrant will be mailed.
Do not send terminated employees to pick up warrants.
- 3.12. Attach a copy of the employee's TAF to the back of the Request for a Manual Payroll Warrant form.
- 3.13. Verify all fields on the Request for a Manual Payroll Warrant form are completed.

If the Request for a Manual Payroll Warrant form is not completed or if a TAF is not attached, the Department of Finance and Risk Management will call the initiating Department and request that it be completed prior to the issuance of a manual payroll warrant.

- 3.14. Forward the original Request for a Manual Payroll Warrant to the Department of Finance and Risk Management, Financial Operations Division, Payroll Supervisor, 130 W. Congress. Xeroxed copies or faxed requests will not be processed.
- 3.15. The Payroll Supervisor will confirm that a manual warrant needs to be prepared and the Department will be notified if the request is denied.
- 3.16. Upon confirmation of the Payroll Supervisor, the warrant will be processed and distributed per the disposition instructions on the Manual Payroll Warrant form.

Attachment 1

**Pima County Government
Request for a Manual Payroll Warrant**

To:	Department of Finance and Risk Management Financial Operations Division, Payroll 130 West Congress Street, 7 th Floor	Date:
Please Issue a Warrant to:		EIN:
Address:		
City:	State:	Zip Code:
Department:		
If applicable:	Pay Period:	
PAF Code: _____	_____ / ____ / ____ Through ____ / ____ / ____	
Effective Date: _____		
<input type="checkbox"/> Regular Hours <input type="checkbox"/> O.T. Hours <input type="checkbox"/> Shift Hours <input type="checkbox"/> Other: _____	Hours	Hourly Rate
	_____	_____
	_____	_____
	_____	_____
Other: Description <input type="checkbox"/> Comp <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> Other: _____	Hours	Hourly Rate
	_____	_____
	_____	_____
	_____	_____
Total Hours		
Reason for this request:		
Department Authorized Signer:		
Finance and Risk Management Supervisor:		