

# AAM 340. ONLINE WARRANTS

<a href="#">340.010</a>	Introduction to Online Warrants
<a href="#">340.020</a>	Compensations Eligible for Online Warrant Processing
<a href="#">340.030</a>	Compensation Not Allowed for Online Warrant Processing
<a href="#">340.040</a>	Online Warrant Submittal Deadlines
<a href="#">340.050</a>	Distribution of Online Warrants

## **AAM 340.010 Introduction to Online Warrants**

Online warrants are payroll warrants requested by agencies and processed and printed by the Division of Finance. The online warrant process is used to pay employee compensation that must be paid before the next regular production payroll run to meet compensation time constraints established in collective bargaining contracts. The division records and prints online warrants for agencies not authorized to update the online check screen and prints warrants for agencies authorized to process online warrants.

## **AAM 340.020 Compensation Eligible for Online Warrant Processing**

Use of online warrants is restricted to ensure efficient use of resources. Online warrants are allowed for the following categories of compensation:

1. Final pay that must be paid within a specified number of days following an employee's termination. Final pay that can be processed timely on a production payroll will not be processed on an online warrant.
2. Terminal leave pay that must be paid within a specified number of days following an employee's termination. Terminal leave pay that can be processed timely on a production payroll will not be processed on an online warrant.
3. Leave donations that must be paid as cash.
4. Pay shortages that must be paid immediately in order to avoid penalty pay.
5. Payroll warrants for net amounts greater than \$9,999.99.
6. Pay in lieu of notice compensation.

### **AAM 340.030 Compensation Not Allowed for Online Warrant Processing**

Online warrants are not allowed for the following categories of compensation and should be processed with the next scheduled production payroll:

1. Pay for late merit increases.
2. Final or terminal leave pay that can be processed with a production payroll and within the time limits specified in collective bargaining agreements.
3. Leave cash-in payments.
4. Pay shortages that can be processed with a production payroll and within the time limits specified in collective bargaining agreements.

### **AAM 340.040 Online Warrant Submittal Deadlines**

The Division of Finance runs the online warrant process daily. Agency requests to record and print online warrants are generally processed by the division within two workdays of receipt. Online warrant requests that require printing only are processed the same day if submitted to the division by 10:30 a.m. on the actual print date (warrant date) of the warrant.

### **AAM 340.050 Distribution of Online Warrants**

The Division of Finance, Accounting Control Section, is responsible for notifying agencies when online warrants are available for pickup. Agencies are responsible for establishing internal controls for handling and distributing online warrants. These responsibilities include:

1. Limiting the number of individuals who are allowed to sign for and pick up online warrants in the Division of Finance.
2. Ensuring all online warrants expected are received and verifying all warrant amounts for accuracy.
3. Ensuring online warrants are not delivered to the division or central payroll person responsible for entering or certifying the online transaction.
4. Delivering warrants to the employee or designee. An online warrant returned to an agency for distribution to the recipient must not be released to another employee, the employee's supervisor, or any other

individual without the recipient's prior written instructions for alternate distribution.

5. Securing online warrants not delivered directly to employees in a locked location for later distribution.