

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: August 23, 2000

PAYROLL LETTER # 00-017

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: REDESIGN OF THE PAY WARRANT/DIRECT DEPOSIT ADVICE

The State Controller's Office has redesigned the pay warrant and Direct Deposit Advice. The State Legislature provided funding this fiscal year to procure the necessary equipment to produce "pressure sealed" pay warrants and direct deposit advices. This method will allow warrants and direct deposit advices to be distributed to employees in a manner that ensures that personal and confidential information printed on them is protected.

Although the new redesigned pay warrants and direct deposit advices will be sealed, they will have specific information on the front of them to allow for identification during the reconciliation and dissemination process. The information will be, besides the employee's initials and surname, warrant number, agency/reporting unit and issue date.

The new redesigned pay warrants and direct deposit advices will be used for all State payroll payments, including replacement warrants except as noted below. Replacement warrants are issued if the original becomes damaged during printing or is lost prior to delivery to the payee. The new redesigned pay warrant and direct deposit advice will not be used for duplicate warrants. Duplicates are issued in cases where the payee has lost the original. Garnishment warrants will not be printed on the new forms.

There will be no change in the method of delivery for pay warrants or direct advices either to the agency/campus or to the employee. Agencies and campuses will continue to return incorrect warrants and or direct deposit advices in accordance with Payroll Procedures Manual, section I315-318.

The new redesigned pay warrants and direct deposit advices will be used with the first payroll payments issued during September, issued dated September 3. The State Controller is pleased to implement this significant improvement for state employees.

If you have any questions regarding this letter, agencies should call Payroll Liaison at (916) 323-3081, CALNET 473-3081 and campuses should call CSU Payroll Liaison (916) 322-7980, CALNET 492-7980.