

SECTION 5.12 – PRINTING OF PAYROLL WARRANTS

Contact: Payroll @ Extension 4160

A. Overview

Payroll carefully monitors the printing of payroll warrants each month.

B. Internal Controls

Payroll warrants are:

- Produced on a special printer located in Payroll.
- The appropriate signature stamp is encrypted within the software loaded on this special printer.
- Warrants and earnings statements are printed using water marked blank paper stock.
- The special printer then prints the set up boxes, descriptions and the encrypted signature onto this blank paper.
- Only specific authorized personnel can run the warrants with the encrypted signature.
- After the warrants and earning statements are printed, they are sent to the Information Services Department to be heat-sealed which guarantees employee confidentiality.
- Only the employee name and payroll distribution address displays on the front of the earning statement.
- The employee name and address displays on the front of warrant.
- Upon return to Payroll, the warrants and earning statements are prepared for distribution to the buildings, sites or for mailing.
- Random testing is done by the Director of Finance and the Payroll Manager on payroll warrants in order to determine that they are being properly written as approved.