

SECTION 5.11 – LOST PAYROLL WARRANTS

Contact: Payroll @ Extension 4160

A. **Overview**

If a payroll warrant is lost by the postal service or misplaced by the employee:

- It can take up to 5 days before a reissue can occur for the lost warrant.
- Payroll coordinates with the Snohomish County Treasurer's Office to determine if the warrant has been redeemed before a reversal is run and a reissue is processed.
- An [Application for Duplicate Warrant Affidavit](#) must be signed by the employee before a reissued warrant can be processed.
- All employees, including substitutes, are encouraged to use the direct deposit system.