



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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February 11, 2010

OFM DIRECTIVE 10A-02

TO: Agency Directors and Policy Manual Users

FROM: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

SUBJECT: Chapter 25 – Payroll

We have revised Chapter 25, Payroll, in the *State Administrative and Accounting Manual* (SAAM), effective March 1, 2010. Key changes to the payroll policies include:

Chapter 25: Payroll (<http://www.ofm.wa.gov/policy/25.htm>)
(Sections 25.30, 25.40, 25.60, and 25.70)

- Added new Subsection 25.30.50.b, for compensatory time payments.
- In Subsection 25.40.10.c, added language to waive, in certain circumstances, the requirement for a medical statement when requesting shared leave.
- In accordance with Engrossed Second Substitute Senate Bill (ESSSB) 5688, revised policies on garnishments and wage assignments (Subsections 25.60.10, 25.60.20, and 25.60.30) and deceased employees (Subsection 25.70.30) to include references to domestic partners registered in the state of Washington.

Questions regarding this revision and proper interpretation of the payroll policies in Chapter 25 should be directed to Steve Nielson at (360) 725-0226, steve.nielson@ofm.wa.gov; or Steven Ketelsen at (360) 725-0222, steven.ketelsen@ofm.wa.gov.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at:
<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at:
www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at:
<http://www.ofm.wa.gov/policy/replacement-pages.asp>.