



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 | Olympia, Washington 98504-3113 | (360) 902-0555*

May 20, 2010

**OFM DIRECTIVE 10A-08**

**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 Washington's *State Administration and Accounting Manual (SAAM)*.

Key changes to the payroll policies include:

- In Subsection 25.30.60, added language to reference Substitute Senate Bill 6382, which restricts compensation for state employees through June 30, 2011.
- In accordance with Engrossed Substitute Senate Bill 6724, effective March 23, 2010, increased the maximum number of days of shared leave an employee may receive from 261 days to 522 days. Also, added language to allow employers to authorize shared leave in excess of 522 days in extraordinary circumstances and to allow employees of school districts or educational service districts to share and receive leave with employees of other agencies and districts. Refer to Subsections 25.40.10, 25.40.12, and 25.40.15.
- In Subsection 25.40.40, added procedures for recovering time loss payments for instances required by a collective bargaining agreement (CBA), rule, or agency policy. At this time OFM is not aware of a rule or CBA that requires time loss payment recovery.
- In Subsection 25.50.30.b, under voluntary miscellaneous deductions, removed reference to the Department of Personnel's WAC for charitable contributions to the combined fund drive (CFD). Authority relating to the CFD transfers to the Secretary of State effective June 10, 2010. Also, in Subsection 25.50.30.b, modified the reference for labor or employee organization dues to include representation and other mandatory fees.
- In Subsection 25.60.50, added language to the first and second answer forms to include representation and other mandatory fees within deductions that are not garnishable if mandatory by contract.

Questions regarding policy content 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](mailto:steve.nielson@ofm.wa.gov); or Steven Ketelsen at (360) 725-0222, [steven.ketelsen@ofm.wa.gov](mailto: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](http://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>.