



Chapter 25 - Payroll

25.10 About the Payroll Policies

25.10.10	Purpose of these policies	May 1, 1999
25.10.20	Authority for these policies	Jan. 1, 2012
25.10.30	Applicability	Jan. 1, 2019
25.10.40	Employee definitions	July 1, 2012

25.20 Payroll Accounting Requirements

25.20.10	Payroll revolving account and other accounts used for payroll activities	Jan. 1, 2019
25.20.20	Required payroll records and reports	June 1, 2006
25.20.30	Agency required payroll certifications	June 1, 2006
25.20.40	Payment and reconciliation of deductions and employer's costs	July 1, 2011
25.20.50	Employee transfers between agencies	Jan. 1, 2012

25.30 Wage Computations

25.30.10	Pay periods	Jan. 1, 2016
25.30.20	Paydates	Jan. 1, 2016
25.30.30	Pay period, workdays, and rate computations	Jan. 1, 2018
25.30.40	Fringe benefits	July 1, 2019
25.30.50	Compensatory time – Cash-out payments	July 1, 2012
25.30.60	Other compensation	Jan. 1, 2018
25.30.70	Settlement payments	Oct. 1, 2011

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25.40 Leave

25.40.10	Shared leave	Dec. 28, 2020
25.40.12	Uniformed service shared leave pool	Dec. 28, 2020
25.40.13	Veterans' in-state service shared leave pool	Dec. 28, 2020
25.40.14	Foster parent shared leave pool	Dec. 28, 2020
25.40.15	Sick leave pools	May 20, 2010
25.40.20	Vacation leave buyout at termination	July 1, 2013
25.40.30	Accrued sick leave buyout	July 1, 2013
25.40.40	Workers' compensation time loss payments	Oct. 1, 2013
25.40.50	Recognition leave	Jan. 1, 2009

25.50 Payroll Deductions and Reductions

25.50.10	Introduction	May 1, 1999
25.50.20	Mandatory (standard) deductions/reductions	Jan. 1, 2019
25.50.30	Voluntary deductions/reductions	June 11, 2020

25.60 Garnishments and Wage Assignments

25.60.10	Garnishments and levies	July 28, 2019
25.60.20	Child support	June 7, 2012
25.60.30	Wage assignments	Mar. 1, 2010
25.60.40	Other debt collection procedures	June 7, 2018
25.60.50	Worksheets for answers to writs of garnishment	June 7, 2012

25.70 Payment Methods

25.70.10	Employee payment options	June 7, 2012
25.70.20	Direct deposit of employee's earnings	July 1, 2011
25.70.25	Payroll cards for employee's earnings	July 1, 2011
25.70.30	Amounts due to deceased employees	June 7, 2018

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25.80 Salary Overpayment Recoveries

25.80.10	Definitions	July 1, 2012
25.80.15	Recovery methods	July 1, 2007
25.80.20	Preliminary overpayment procedures – represented employees	July 1, 2007
25.80.25	Recouping an overpayment through a payroll deduction – represented employees	July 1, 2007
25.80.30	Preliminary overpayment procedures – non-represented employees	July 1, 2007
25.80.40	Use of collection agencies to recoup a wage overpayment – non-represented employees	July 1, 2007
25.80.50	Overpayment recoveries – involuntary deduction process – non-represented employees	July 1, 2007
25.80.55	Recouping an overpayment through a payroll deduction – non-represented employees	July 1, 2007
25.80.60	Recouping an overpayment through a lawsuit – non-represented employees	July 1, 2007
25.80.70	Employee transfers between state agencies – represented and non-represented employees	July 1, 2007
25.80.80	Employee termination from state with balance owing – represented and non-represented employees	July 1, 2007
25.80.90	Interest on past due salary overpayment receivables – represented and non-represented employees	July 1, 2007
25.80.95	Agency internal control system to prevent overpayments – represented and non-represented employees	July 1, 2007