



STATE OF WASHINGTON

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October 23, 2019

TO: Agency Directors and Policy Manual Users

FROM: Brian Tinney, Assistant Director
Accounting Division

SUBJECT: SAAM Technical Correction 10-19

We have revised Chapter 25, Payroll, effective July 28, 2019 of the *State Administrative and Accounting Manual* (SAAM).

[Substitute Senate Bill 5955](#) changed the administrator of the Foster Parent Shared Leave Pool to the Department of Children, Youth, and Families. [SAAM 25.40.14](#) was updated to reflect this change.

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: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.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>.