



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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November 28, 2016

TO: Agency Directors and Policy Manual Users

FROM: /s/ Michael Schaub, Assistant Manager
Accounting Division

SUBJECT: SAAM Technical Correction

We have revised Subsection 25.30.60, Wage Computations, of the *State Administrative and Accounting Manual* (SAAM) effective March 14, 2016.

WAC 357-28-295, Performance Recognition Pay, was revised effective March 14, 2016. We revised the language in Subsection 25.30.60.a to state that the state Human Resources Director within OFM authorizes this type of pay.

Questions regarding this revision should be directed to Steve Nielson, Senior Financial Consultant, at (360) 725-0226 or steve.nielson@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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: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>.

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>.