



PAYROLL HOLD ON EMPLOYEE'S FINAL PAY WARRANT

All clearing departments notified through the Campus Clearance Process, as detailed in Policy No. G-471, are granted the responsibility to place a **60 day HOLD** on an employee's final pay warrant. The State Administrative Manual, Section 8580.4 states that all State property must be returned to the State agency upon termination of employment. Payroll Services can place a HOLD on an employee's final pay if State property is not returned to the university. The clearing department retains responsibility for communicating, following-up and clearing the hold. The hold process is described below:

To place a HOLD

- 1) The Notice for Employees Separating or Retiring from California State University, Fresno is provided in **Policy No. G-47.1 in the Manual of Administrative Policies and Procedures (MAPP)** and is applicable for clearing an individual employee. If the clearance process occurs in mass, such as temporary faculty separations at semester end, Payroll Services provides the clearing departments with a listing of separating employees which contains their name, department, mailstop, home address, etc. Payroll Services will also provide the clearing departments with a "Critical Direct Deposit Date" (effective date of cancellation of direct deposit enrollment) to include in the notice to employees.
- 2) The clearing departments must caution employees with Direct Deposit that Payroll Services may administratively cancel their Direct Deposit enrollment in order to place a HOLD on their final payment. The employee must be informed that if they want Direct Deposit in the future, they must re-enroll when they are reappointed. The possibility of this inconvenience should be included in the communication to the employee, item #3 below.
- 3) Responsibility of the Clearing Department entails the following:
 - The employee must be notified in writing and be given a time period to respond. The notification should include why the hold of pay was initiated, the possibility of cancellation of Direct Deposit enrollment, how the hold can be cleared, and how pay will be distributed after the hold is cleared. A sample letter to the employee is included (see page 2) which may be modified as needed.
 - All HOLDS placed by a Clearing Department MUST also be cleared.
 - The Summary of Steps for clearing Spring Semester 2009 temporary faculty is contained in the Clearance Memorandum: PR2009-03.

As a special note, this process may be used for active, ongoing employees as well, and is not limited to final pay warrants. Contact the Payroll Services at 559/ 278-3960, if you have questions.

Reference: Process as noted above is used in lieu of checkout form and conforms to intent of State Administrative Manual, Section 8580.4.

Payroll Services
5150 N Maple Ave
Fresno CA 93740-8026

Phone=(559) 278-3960
Fax=(559) 278-7820

THE CALIFORNIA STATE UNIVERSITY



_____ (Date)

MEMORANDUM

SAMPLE communication letter to separating employee to be used as needed. (Rev. 5/15/2009 for use with HOLDS for Spring Semester 2009 faculty)

TO:

FROM:

SUBJECT: HOLDING OF FINAL PAY WARRANT

This notification has been sent to inform you of the HOLD placed on your Spring Semester 2009 settlement pay. In order for this office to cancel the HOLD currently in place, you must return the State property assigned to you:



Important: If you have Direct Deposit and there is no response from you by the critical date, your Direct Deposit enrollment will be administratively cancelled and you will receive a paper warrant in lieu of an electronic deposit to your bank. If your future plan is to return to the campus in the Fall Semester 2009, please contact your assigned department to intervene and exempt you from this HOLD process. If your Direct Deposit enrollment is cancelled, you can sign up again when you are reappointed.

All employees with State property must contact the holding office directly to clear and release their HOLD. Direct any questions to: _____

Critical Date: Direct Deposit will be cancelled effective June 18, 2009.

Signed by: _____

Department: _____ Phone: _____

Once the hold is cleared, Payroll Services will have your pay released at the Joyal Administration Cashier's Window. You can convey your special instructions to have your pay mailed by completing the information below and routing it to the holding office identified above:

Name: _____ **EmplID:** _____ **Warrant #:** _____

Special instructions/address to mail: _____

Holding Department: After hold is cleared, please forward this memo to Payroll Services – MS JA110.