I. POLICY

A replacement payroll warrant or a stop payment on a written payroll warrant may be initiated in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a method for processing a Warrant Action Request to replace or stop a payroll warrant.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. General Provisions

1. A Warrant Action Request, C-50, may be used to:

   a. Request a replacement payroll warrant for any of the following reasons:

      (1) Lost, stolen or mutilated payroll warrant.

      (2) Overpayment of an employee’s wages.

      (3) Erroneous computations or codes on a payroll warrant.

      (4) Receipt of an Internal Revenue Income Tax Levy requiring recalculation of a processed salary warrant.

   b. Request a stop payment on a salary warrant prepared for an employee who was not due any compensation for the pay period.

2. If time is of a critical factor, the facility's Payroll Specialist shall telephone the Central Office Payroll Section in Springfield, (217) 557-6010 extension 4416 or email DOC.PayrollOffice, and
give the reason and all necessary information regarding the need to rewrite a warrant. All telephone requests shall be followed immediately by a written C-50, prepared in accordance with Procedure 21.20.20 of the CUSAS Manual.

3. The completed C-50 plus any attachments shall be forwarded to the Central Office Payroll Section in Springfield.

4. The Central Office Payroll Section shall audit, obtain signature, date and forward the C-50 to the Office of the Comptroller and retain a copy for record keeping purposes.