

Procedure for Payroll Warrant/Stub Distribution (effective 6/16/22)

The procedure for a new employee's first paycheck or for a current employee who makes a banking institution change is for them to receive a paper warrant/check (warrant). If the employee requests a direct deposit, at that time the direct deposit information is tested for accuracy and validity so the direct deposit is ready for the next payroll payment cycle.

- Whitman County will mail out (via USPS) all payroll warrants and/or pay stubs on pay day (or the closest business day prior to pay day).
- For new employees, a physical warrant is always issued for the first pay period, even if the employee has elected the direct deposit option.
- For current employees who change banking institutions and ask for a direct deposit, the first payroll after the banking change is always a warrant. All subsequent payments will be direct deposit for those who choose that option.
- If a new employee chooses the direct deposit option, then payment for work performed during all of their following pay periods will be by direct deposit into the employee's account at their chosen bank.
- NEW employees and current employees who have changed banking institutions have the option of retrieving their first physical warrant paycheck at the payroll office. The warrant will be handed to the employee (and only the employee), who is required to sign for the warrant and show proof of ID. **Retrieval of the hard warrant is only available on payday and must be done by 2:00 pm.**
- If the new employee or current employee with a banking institution change does not retrieve the physical warrant on payday, it will be sent out in that day's mail.
- If the new employee elects to receive a physical warrant for each pay period, then the warrant will automatically be mailed out for all pay periods after the new employee's first payday.