

# DIVISION OF BUSINESS & FINANCIAL AFFAIRS

## COVID-19 BRIEFING - UPDATE

April 27, 2020

Unit: Student Business Services

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**ACTION:** Modify the “drive-up” process for master pay warrant (live check) distribution previously established to distribution via U.S. postal mail for the April 30, 2020 cycle.

**BACKGROUND AND POLICY ISSUE(S):** Effective the week of March 16, 2020, CSUCI moved to a telecommuter working environment and on March 20, 2020 the Governor of California issued a [Stay at Home](#) order. Also, prior to March 28, 2020, the State Controller’s Office (SCO) prohibited pay warrants from being mailed to employees. In order accommodate this policy and to simultaneously adhere to social distancing guidelines and maintain continuity of essential operations outlined in the [Stay at Home](#) order, designated departmental staff distributed pay warrants on Monday, March 30, 2020 per the published CI payroll calendar, using a modified delivery system.

Master pay warrant distribution was changed from an in-person distribution to designated pay warrant officers at the Student Business Services cashier’s window, to a “drive-up” pay warrant distribution station with distribution directly to individual employees with proof of identity and signature of receipt. Student assistant pay warrant distribution was changed from an in-person distribution to designated pay warrant officers, to the mailing of student assistant paychecks to their homes.

The SCO policy has now changed, and the campus is now authorized to mail pay checks. There is significant planning and resource allocation, involving multiple campus partners, to coordinate and perform a “drive-thru” paycheck distribution. Previously, there was only a 65% participation level, meaning 35% of the checks had to be mailed after the fact. While, direct deposit participation continues to increase and with no direction either way from the State Controller’s Office, the preferred method is to mail live checks. Additionally, by mailing the pay warrants, this activity supports the Stay at Home order.

**RECOMMENDATION:** Approve the change for the master pay warrant (live, not direct deposit) distribution procedure from a “drive-up” pay warrant distribution station, to mailing of the master pay warrants (live checks, not direct deposit advice) to the mailing address on the employee file.

This change would go into effect as of April 30, 2020 and would remain in place until the current social distancing guidelines are lifted or another pay warrant distribution process is implemented that would improve upon this proposed modification to the pay warrant distribution process.

**PRIOR BRIEFING:** March 30, 2020

### SUPPLEMENTAL DOCUMENTS:

<http://www.calstate.edu/suam/SUAMDOCUMENTS/SUAM3800/SUAM3812.HTML>

<http://www.csuci.edu/hr/payroll.htm>