



State of California  
ADM-ACC-002 (NEW 03/2020)

### CPUC PAYROLL WARRANT INSTRUCTION FORM

State of California policy (SAM 8580.2) generally does not allow paychecks to be distributed prior to 3pm of the scheduled pay date. Salary warrants will not be mailed for employee convenience. If the employees are absent due to an approved nonrecurring condition, such as travel, sickness, or training and prior arrangement have been made, warrants may be mailed. But with the changes in our work schedules brought by COVID-19, an employee can initiate a request and give instruction where to mail their live warrants if they are unable to pick it up on payday. To initiate a request, please complete this form, obtain supervisor approval, and submit to the Fiscal Office in San Francisco, Room 3000 or via e-mail to [cashiering@cpuc.ca.gov](mailto:cashiering@cpuc.ca.gov). **Please allow 3 business days for processing.**

EMPLOYEE NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_

#### REASON FOR REQUEST

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I REQUEST TO HAVE MY PAYCHECK MAILED TO THE DESIGNATED ADDRESS BELOW:

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#### TERMS

*I, the requestor of this Payroll Warrant instruction, acknowledge that I have read and understand the policy on Early Release of Payroll Warrant (Policy). **I hereby certify that I will not cash a paycheck obtained through Early Release until AFTER 3pm on the date shown on the payroll warrant** and understand that doing so is a violation of State Policy which may result in denial of future requests and disciplinary action. I also understand that this request may be denied upon review if the explanation for the early release does not meet the requirements/conditions of the Policy. If the paycheck I am receiving results in an overpayment, the overpayment will be collected through an accounts receivable.*

*All the following signatures are required.*

#### SIGNATURES/APPROVALS

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

For Fiscal Use Only:

Fiscal Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Warrant #: \_\_\_\_\_ Release/Mail Date: \_\_\_\_\_