



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

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BOB RILEY
Governor

JAMES ALLEN MAIN
Director of Finance

ROBERT L. CHILDREE
State Comptroller

March 9, 2006

MEMORANDUM

TO: Payroll Officers

FROM: Robert L. Childree
State Comptroller 

SUBJECT: Payroll Warrant Distribution – Semi-Monthly in Arrears

In accordance with Section 36-6-1, *Code of Alabama, 1975*, as amended, the first semi-monthly in arrears payday will fall on Monday, April 3rd, 2006. As a courtesy and convenience to your agency, my office will release payroll warrants on the following schedule (which is the same as is currently in place for semi-monthly and monthly payrolls):

Warrants normally mailed to agencies on Wednesday will be mailed two working days before the payday.

Warrants normally picked up on Thursday will be available one working day before the payday at the usual allotted time.

Warrants normally picked up on Friday mornings will be available on the morning of the payday.

This schedule will be applicable to all payroll warrant releases. It is the agency's responsibility to insure that procedures are in place for employees to receive their payroll warrants and advices on the payday, which is the legal date of issue. Any agency that releases payroll warrants early will be in clear violation of Code Section 36-6-1 and will be denied the privilege of early distribution of payroll warrants in future.

RLC/eme