



DATE:

TO: One-Stop Financial Services Office

FROM:

SUBJECT: Return of Unclaimed Pay Warrants

Please fill in information and provide the reason for returning the pay warrant.

Name	Unit	CIN	Warrant Number	Issue Date	Reason for Return

Guideline for Colleges/Departments:

Departments are responsible for ensuring that all hardcopy pay warrants are distributed to employees. If the employee does not claim their pay warrant(s), please return the pay warrant(s) to One-Stop Financial Services after ten (10) days.

Employees enrolled in the direct deposit program, will receive the payment via direct deposit. Direct deposit advices (stubs) are no longer printed and may be accessed via the State Controller’s Office’s (SCO) employee self-service portal application, the Cal Employee CONNECT (CEC). All employees, including those receiving pay warrants, may access the CEC. Visit <https://connect.sco.ca.gov> to login or register. If you need assistance registering, please contact the Payroll Services unit at payroll@calstatela.edu or (323) 343-3680.