

REQUEST FOR VOL-DED CHANGE PRIOR TO VOL-DED RUN

Purpose

The ability to change a voluntary deduction payment prior to processing. It may become necessary to change a vol-ded payment after payroll has processed and before vol-ded's are processed. Changes may be due to a cancelled warrant request, incorrect vendor, incorrect amount, etc.

When

The time period must be after payroll warrants have processed, but prior to the voluntary deduction warrants process being started.

Procedure

To request changes, the district must notify BMAS via fax using the *Request for Vol-Ded Change Prior To Vol-Ded Run* form (see copy attached). The district should notify BMAS by telephone that the fax has been sent.

Should the change be due to an upcoming payroll cancelled warrant, a copy of the *Request for Vol-Ded Change Prior to Vol-Ded Run* form must be attached to the *Request for Hand/Cancel Warrant* form.

Date Revised: January 1, 2000

Contact Person: Monica Pascoe

Procedure Binder Section: Payroll