

## I Issuing PAAR Checks to Employees

DES Payroll may advise the office of the necessity to issue a PAAR check to an employee due to no issuance of a regular payroll warrant. In this situation, DES Payroll must fax ALL of the following documentation to the office:

- Payee's name
- Amount and method of computation
- Pay period
- Name of the staff authorizing the issuance of the PAAR check

Attach the fax to the PAAR Payment Authorization (ACY-1151A) form.