OFFICE OF THE COMPTROLLER
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MASSACHUSETTS 02108
(617) 727-5000
MACOMPTROLLER.ORG

Disbursement of Payments Policy

Effective: July 1, 2004
Last Updated: November 1, 2006

Executive Summary

Disbursement of payments is the responsibility of the Office of the State Treasurer. The disbursement of payments occurs once the Office of the Comptroller has certified that "Department signatory authority" approved payroll expenditures are sufficiently funded from authorized appropriations and accounts in the state accounting system.

Considerations

This policy applies to all Commonwealth Branches and Departments.

Policy

M.G.L. c. 7A § 3 outlines, in general terms, the duties and responsibilities of the Comptroller. By statute the Comptroller must:

- "Examine all accounts and demands against the Commonwealth"; and
- Prepare a "certificate" specifying the amount due and allowed on each account, the name of the person to whom such amount is payable and the account to which it is chargeable.

The "certificate" is then sent to the Governor, who, with the "advice and consent" of the Governor's Council, issues a warrant to the State Treasurer for the amount to be disbursed.

Payroll payments are distributed on a biweekly basis to employees. They are sent to bank accounts via Electronic Funds Transfer (EFT) or to the employees via a paper check.

Per Massachusetts General Law, employees are to be paid within six days of the termination of the pay period during which the wages were earned, unless otherwise agreed to in writing by the employee pursuant to M.G.L. c.149 § 148. Every employee receives a payment remittance, which is available electronically through HR/CMS.

Information Sources

Legal Authority

- M.G.L. c. 7A §§ 3, 7, 8
- M.G.L. c.149 § 148
- M.G.L. c. 10

Contacts

- CTR Solution Desk