**PROCEDURE**

Effective: March 8, 2016

Authority: [POL-U5341.03 Distributing Payments to Payees](#)

Approved By: Chyerl Wolfe-Lee, AVP Human Resources

Cancels:
- [PRO-U5341.03A Distributing Temporary Employee and Student Employee Payroll Checks](#)
- [PRO-U5341.03B Distributing Permanent Payroll Checks](#)

See Also:
- [PRO-U5341.03B Distributing Non-Payroll Payments](#)
- [PRO-U5341.03C Requesting a Manual Paycheck](#)

**PRO-U5341.03A DISTRIBUTING PAYROLL PAYMENTS**

**Action by:** Payroll Services

**Action:**
1. Processes payroll.
2. Gives [Check Distribution List](#) to HR Assistant by 9:00 a.m. on pay day. (List includes names of non-student employees who have requested to pick-up their paycheck.)
3. Notifies Accounting Services when to process checks and direct deposits.

**Action by:** Accounting Services

4. Prints all payroll checks and non-electronic earnings statements.
5. Sends direct deposit file to University’s bank.
6. Mails payroll checks with Check Org 5351 and non-electronic earnings statements to the “W2/Employee Permanent” address two days prior to payday via Mail Services.
7. Emails electronic earning statements two days prior to payday.
8. Delivers the following to HR before 9:00 a.m. on payday:
   a.) Non-student employee payroll checks for employees who have elected to pick-up their paycheck, and
   b.) [Check Number Log](#) (indicating how many checks are being brought to HR for pickup).

**Action by:** HR Assistant

9. Receives and counts the number of checks delivered.
**PROCEDURE**

**Action by:**

**Action:**

10. **Enters** the number of checks “delivered” on the Check Number Log and signs if the number matches the number of checks “brought” as stated on the Log.

11. **Distributes** pay checks to employees or representative upon request and presentation of payee identification; **obtains** payee initials on the *Check Number Log*.

12. **Locks** any remaining checks in drawer.

13. **Mails** checks not picked up the business day following pay day.

14. **Signs** *Check Number Log* and *Check Distribution List* confirming number of checks picked up and number of checks mailed and **returns** *Log* to Accounting Services and *List* to Payroll Services.