PROCEDURE

Effective: March 8, 2016

Authority: POL-U5341.03 Distributing Payments to Payees

Approved By: Chyerl Wolfe-Lee, AVP Human Resources

Cancels:

See Also: FRM-U5341.03B Replacement Request for Lost or Destroyed Paycheck
FRM-U5341.03C Emergency Paycheck Request Form
PRO-U5341.03A Distributing Payroll Payments
PRO-U5341.03B Distributing Non-Payroll Payments

PRO-U5341.03C REQUESTING A MANUAL PAYCHECK

**Action by:**

**Department**

1. If needing an emergency paycheck to pay an employee because the timesheet deadline was missed and financial hardship will result, submits an Emergency Paycheck Request Form (FRM-U5341.03C) to Human Resources.

**Employee**

2. If a check needs to be cancelled/reissued because a check was lost, stolen, or destroyed, submits a Replacement Request for Lost or Destroyed Paycheck form (FRM-U5341.03B) to Human Resources.

**Human Resources**

3. When identifies a payroll refund is needed resulting from an error, processes a manual refund payment.

**Human Resources/Accounting Services**

4. Ensures the department head or supervisor has approved the request form. (No form required for refunds.)

5. Manually completes steps for creating/reissuing/refunding a payment.

6. Notifies Accounting Services check/payment is ready to be made.

**Accounting Services**

7. If payment is to be made via paper check,
   a.) Prepares paycheck, and
   b.) Mails the check to the payee’s W-2 mailing address, -Or-
   c.) Provides check to employee upon presentation of payee identification and obtains payee signature on check register.
8. If payment is to be made via ACH Direct Deposit,
   a.) *Sends* ACH file to the University’s bank,
   b.) *Distributes* earnings statement, and
   c.) *Sends* Confirmation email to Payroll once completed.