

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:Action:

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| Department | 1. If needing an <u>emergency paycheck</u> to pay an employee because the timesheet deadline was missed and financial hardship will result, submits an <i>Emergency Paycheck Request Form</i> (FRM-U5341.03C) to Human Resources. |
| Employee | 2. If a check needs to be <u>cancelled/reissued</u> because a check was lost, stolen, or destroyed, submits a <i>Replacement Request for Lost or Destroyed Paycheck</i> form (FRM-U5341.03B) to Human Resources. |
| Human Resources | 3. When identifies a <u>payroll refund</u> 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.) |
| Human Resources | 5. Manually completes steps for creating/reissuing/refunding a payment. |
| Human Resources | 6. Notifies Accounting Services check/payment is ready to be made. |
| Accounting Services | 7. If payment is to be made via paper check, <ul style="list-style-type: none"> a.) Prepares paycheck, and b.) Mails the check to the payee's W-2 mailing address, <li style="text-align: center;">-Or- c.) Provides check to employee upon presentation of payee identification and obtains payee signature on check register. |

PROCEDURE

Action by:

Action:

- Accounting Serv (cont.) 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.