

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:Action:

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| Payroll Services | <ol style="list-style-type: none"> 1. Processes payroll. 2. Gives <i>Check Distribution List</i> 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. |
| Accounting Services | <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a.) Non-student employee payroll checks for employees who have elected to pick-up their paycheck, and b.) <i>Check Number Log</i> (indicating how many checks are being brought to HR for pickup). |
| HR Assistant | <ol style="list-style-type: none"> 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.