

PROCEDURE

Effective Date: 8/29/07

Approved By: Vice President George Pierce

Authority:

Cancels:

See Also: POL-U5341.04 Distributing Non-Payroll Payments

PRO-U5341.03A**DISTRIBUTING TEMPORARY EMPLOYEE AND
STUDENT EMPLOYEE PAYROLL CHECKS****Action by:****Action:**

Accounting Services

University Cashier

1. **Delivers** temporary and student employee payroll checks and direct deposit stubs to the University Cashier.
2. **Delivers** check distribution list to the University Cashier.
3. **Files** checks in alphabetical order in the check bin.
4. **Pulls** checks that have been requested to be immediately mailed or picked up by the department and **documents** the disposition on the check distribution list.
5. **Delivers** check or pay stub to payee upon request and presentation of payee identification; **obtains** payee initials on the check distribution list.
6. If checks have not been picked up within two weeks of delivery (usually just prior to receiving the next batch of checks), does the following:
 - **Pulls** remaining checks (**stamps** envelope with Accounting Services' return address if necessary)
 - **Mails** the checks
 - * If check is for student employee, contains a campus address and it is within two weeks of the academic year end, **voids** check and **delivers** voided check to Accounting Services
 - **Records** the date checks are mailed on the check distribution list
 - **Sends** distribution list to Accounting Services at the time the checks are mailed out
7. If remaining direct deposit stubs have not been picked up **shreds** remaining stubs.