

PROCEDURE

Effective Date: 8/29/07

Approved By: Vice President George Pierce

Authority:

Cancels:

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

PRO-U5341.03B**DISTRIBUTING PERMANENT EMPLOYEE
PAYROLL CHECKS****Action by:**

Accounting Services

Action:

University Cashier

1. **Delivers** permanent employee payroll checks to the University Cashier.
2. **Files** checks and departmental distribution list in alphabetical department file.
3. **Delivers** check to payee upon request and presentation of payee identification; **obtains** payee initials on the check distribution list.
 - 3a. If department representative is picking up department's checks, **delivers** checks and distribution list to authorized representative and **obtains** representative's signature on the "Authorized Signature for Checks" form.
4. 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 return address if necessary)
 - **Mails** the checks
 - **Records** the date checks are mailed on the check distribution lists
 - **Sends** distribution lists to Accounting Services at the time the checks are mailed out