

PAYROLL DISTRIBUTION

Chapter 5 Payroll Distribution

After the payroll is executed, several registers, reports and statistics are sent to the Payroll Department, while the actual checks/advices are sent to the Office of Treasury Management for signing and distribution to the work locations.

The computer system will combine all payments due to an employee into one single check, except for reimbursements (travel, tuition, etc.) and the determination of where the check is sent is done in accordance with the following rules:

- If payment for work performed as a substitute is included in the check (pay code I or Z), the check/advice is sent to the home address.
- If payment is to a full-time employee, the check/advice is sent to the full-time location.
- If payment is to a part-time or hourly employee, the check/advice is sent to the location where the most time was worked.

Exception: When a "Request for Check Distribution" (FM-2692) form is submitted to the Payroll Department, it will override any/all of the above and the check/advice will be sent to the location requested on the form.

When checks/advices are received at the location, **an employee other than the authorizing administrator or preparer of the payroll must distribute them.** That employee must keep the checks secured under lock and key until they are distributed. **UNDER NO CIRCUMSTANCES ARE UNDISTRIBUTED CHECKS TO BE TURNED OVER TO THE AUTHORIZING ADMINISTRATOR OR PREPARER OF THE PAYROLL.**

In those instances where the employee has been erroneously reported for payroll purposes, it is the responsibility of the individual authorizing the payroll roster to correct the payroll records and collect the resultant overpayment.

If a payroll check is undeliverable, after a reasonable effort has been made to locate the employee, it should be returned to the Office of Treasury Management for disposition, with a note of explanation attached. **In no case should this time-frame exceed the next scheduled pay date.** Additionally, if a check should be voided due to incorrectly submitted payroll information, it should also be returned to the Office of Treasury Management with a memorandum of explanation attached.

Employees receiving an actual **payroll check** must sign the Payroll Check Recap next to their name (full signature) as verification of having received their check.

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There is no need to sign for acceptance of a **payroll advice**. However, it is up to the Principal/Department Head to determine the procedure to be followed.

An effort should be made by every location to deliver the advices to the proper employee, however, in cases where employees do not claim their advices, such advices can be disposed of by the location **after a period of six (6) months**.