



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 69.01: Distribution of Payroll Checks

DATE: May 13, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the procedure for distribution of payroll checks.

REVIEW: This OP will be reviewed in February of even-numbered years by the Chief Payroll Officer for Payroll & Tax Services with substantive revisions forwarded to the Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Distribution Methods

- a. Employees may obtain their payroll checks at Payroll & Tax Services on or after payday by showing proper identification.
- b. Employees may authorize Payroll Services to electronic funds transfer (EFT) their payroll checks to a designated financial institution by enrolling in direct deposit. This service is available to all active regular employees under the “TTU Employee” tab on the Raiderlink portal <http://raiderlink.ttu.edu>. Changes to direct deposit information will be effective within 24 hours of the original entry. (Note: During payroll processing times, enrollment will not be available until the payroll has been completed. This occurs three times a month, usually for less than 48 hours per occurrence.)
- c. Employees who do not have an employee tab or during down times of the online Direct Deposit System can enroll for direct deposit by contacting Payroll & Tax Services at webmaster.payroll@ttu.edu.
- d. Employees may obtain the earnings statement electronically on the website at the Raiderlink portal at <http://raiderlink.ttu.edu>.
- e. If an employee's department has been approved for departmental distribution of payroll checks, the employee may authorize the department to pick up his/her payroll check. The department will notify Payroll & Tax Services to add a person to the departmental distribution by completing a *Departmental Payroll Distribution List* (Attachment A).
- f. Employees may have their checks mailed out of Lubbock by completing a mailing request form and providing Payroll & Tax Services with a stamped, self-addressed envelope for each check to be mailed. A stop payment will be initiated and the check will be reissued if it is not received by the 10th day after mailing.

- g. On payday, checks will be released only to the named payee unless written authorization is given by the payee instructing otherwise. The person designated will be required to provide a written authorization from the payee, along with his/her own identification to match the authorized name on the written authorization from the payee.

2. Departmental Distribution Approval Procedure

a. Request

A department may be designated for departmental distribution of payroll checks by completing a *Departmental Request for Approval to Distribute Payroll Checks* (Attachment B) and submitting it for approval to the Chief Payroll Officer for Payroll & Tax Services.

b. Department Head Responsibilities

By making application for departmental distribution of payroll checks, the department head agrees to the following:

- (1) The department head assumes full responsibility for the safekeeping of the checks and either personally picks up the checks or designates on the department request the individual(s) who are authorized to pick up and distribute the departmental checks.
- (2) Facilities will be designated for physically safeguarding the checks and any information on the checks will be held in strict confidence.
- (3) On payday, checks will be released only to the named payee unless written authorization is given by the payee instructing otherwise. The person designated will be required to provide the payee's Texas Tech ID along with his/her own identification.
- (4) Upon receiving the payroll check, the payee or appropriate designee will sign the transmittal listing.
- (5) Unclaimed payroll checks will be returned to Payroll & Tax Services by the **third** working day after payday.

3. Unclaimed Payroll Checks

All checks 60 days old or older will be removed from the active check file and mailed to the employee's permanent address that is on file at the time the check is mailed. Payroll & Tax Services will contact the employee or his/her department prior to mailing to notify the employee that a check is available in Payroll & Tax Services.

4. Right to Change Policy

Texas Tech University reserves the right to interpret, amend, or rescind this policy, in whole or in part, at any time without consent of employees.

[Attachment A: Departmental Payroll Distribution List](#)

[Attachment B: Department Request for Approval to Distribute Payroll Checks](#)