



Texas Tech University

Operating Policy and Procedure

OP 69.01: Distribution of Payroll Checks

DATE: June 20, 2006

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

REVIEW: This OP will be reviewed in February of every even-numbered year by the managing director of Payroll with recommended revisions forwarded through administrative channels to the senior vice president for administration and finance by March 15.

POLICY/PROCEDURE

1. Distribution Methods

- a. Employees may obtain their payroll checks at the Payroll Department on or after payday by showing proper identification.
- b. Employees may authorize the Payroll Department to electronic funds transfer (EFT) their payroll checks to a designated financial institution by completing and signing a *Direct Deposit Authorization Form* (Attachment A) and attaching a voided check.

Direct Deposit Authorization Form Deadlines:

Monthly Payday - First of the month to be effective for the payroll processed during the month. For example, a form returned by February 1 would be effective for the payment dated March 1.

Bi-weekly Payday - Monday of the week before payday. For example, for the check to be deposited on Wednesday, July 1, the form must be returned to the Payroll Department no later than Monday, June 22.

The employee's statement of earnings will be mailed through campus mail to the employee's campus address in TechHRIS after the EFT file has been successfully transmitted to Texas Tech's financial institution for transfer through the Federal Reserve. An employee may elect to obtain the earnings statement electronically on the Payroll Department Web site at www.payroll.ttu.edu instead of having the paper statement mailed.

- c. If an employee's department has been approved for departmental distribution of payroll checks, the employee may authorize the department to pick up her/his payroll check. The department will notify the Payroll Department to add a person to the departmental distribution by completing a *Departmental Payroll Distribution List* (Attachment B).

- d. Employees may have their checks mailed out of Lubbock by completing a mailing request form and providing the Payroll Department 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.
- e. 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 their own identification.

2. Departmental Distribution Approval Procedure

a. Request

A department may be designated for departmental distribution of payroll checks by completing a *Department Request for Approval to Distribute Payroll Checks* form (Attachment C) and submitting it for approval to the managing director of Payroll.

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 their 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 the Payroll Department by the **third** working day after payday.

3. Unclaimed Payroll Checks

- a. On or about the 15th of each month, the Payroll Department will review unclaimed checks. All checks 90 days old or older will be listed and removed from the active check file. The Payroll Department will send a notice (Attachment D) to the last known address of each payee to inform her/him of the unclaimed payroll check.

[Attachment A: Direct Deposit Authorization Form](#)

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

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

[Attachment D: Check Information Verification Letter](#)