

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

## PAYROLL CHECK PROCEDURES

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**PURPOSE** To ensure payroll checks are distributed and handled in accordance with university policy.

**REFERENCES** SAM 03.D.04

**RESPONSIBLE PARTY** Designated departmental administrative staff

**FREQUENCY** Biweekly and Monthly

**PROCEDURES**

PART I: PAYCHECK DISTRIBUTION

PART II: UNCLAIMED CHECKS

PART III: STALE DATED CHECKS

PART IV: VOIDED CHECKS

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**PART I: PAYCHECK DISTRIBUTION**

Once checks are generated, the Treasury Department releases them to the Divisions/Colleges, which in turn notifies the departments when checks are ready to be picked up.

Step 1: Once paychecks have been verified as per the Department's payroll verification procedures, the checks can be released to employees.

Step 2: Checks will be available for pick up from the Payroll Coordinator or other designated staff member. Direct Deposit statements will be placed in employee mailboxes.

Step 3: Employee must sign the Check Signature Register when picking up the check.

If an employee is unable to pick up the check, an authorized person may be designated or a request to mail the check may be submitted.

- a) Authorizing a designated person to pick up the check:
- Employee must provide written and signed statement, or email, authorizing an individual to pick up the check.
  - The authorized person must present the statement and picture identification to the department staff.
  - The authorized person must sign his/her name on the Check Signature Register.

- The signed statement, or email, will be attached to the Check Signature Register.

b) Request to mail check:

- A written request must be sent to the Payroll Coordinator or DBA. The request must include the address to where the check is to be mailed. The request may be in writing with employee signature, or by email.

Step 4 After 10 days, submit the Check Signature Register to the DBA for signature.

All checks not picked up after 10 business days will be returned to the Treasury Office. (Refer to the "Unclaimed Checks" section for the procedure for returning unclaimed checks.)

Step 5 After the DBA signs the Check Signature Register, make a copy for the Check Register folder of the pay period. Send the original to Treasury.

## **PART II: UNCLAIMED CHECKS**

Checks not picked up from the department within 10 days will be returned to the Treasury Office, Room 10F of E. Cullen.

Unclaimed checks will be available for pick up from the Treasury Office, Room 10F of E. Cullen, until the check becomes stale dated (over 90 days old). Employees must present picture identification to pick up the check.

The Payroll Coordinator must return the check(s) following these steps:

Step 1: Write "Unclaimed-Returned to Treasury" on the signature line of the Check Register.

Step 2: Count the number of checks being returned to Treasury and write the number on the appropriate line of the Check Signature Register. Sign and date the Check Register.

Step 3: Submit the Check Register and checks to the DBA for approval.

Step 4: After the DBA signs the Check Signature Register, make a copy of the register and the checks for the Check Register folder of the pay period. **Hand deliver** the originals to Treasury, E. Cullen Room 10F. Do not place them in the mailboxes.

Step 5: Record the check details in the Cash/Check Log: "Returned Checks" section.

Step 6: Prepare an "Unclaimed Payroll Check" notice for each employee whose check was returned and place in the employee's mailbox. See attached sample.

Step 6: File the Check Signature Register and check copies in the "Check Register" folder of the Pay Period ID or in the supplemental check section, whichever is applicable.

### **PART III: STALE DATED CHECKS**

Checks over 90 days old are stale dated and sent to the Bank Records Department in General Accounting.

A written request to reissue a stale dated check must be made to the Payroll Department. The request must include name, social security number, check date, check amount, and pay period.

Once the check is reissued, it will be routed through the normal paycheck channels (from Treasury, to the College, to the Department).

### **PART IV: VOIDED CHECKS**

#### VOIDED DIRECT DEPOSITS

Direct deposits processed in error must be voided. The Department must make the request to the Payroll Office, Rene Chang, X3-8773.

If a request to void a direct deposit check is made to Payroll within 3 days of the check issue date, the deposit will be reversed.

If a request to void a direct deposit check is made to Payroll more than 3 days after the check issue date, it cannot be reversed and the check will be credited to the employee's bank account. Return of the paycheck will be handled as follows:

- A. For employees still employed at UH, the employee's next paycheck will be docked for the amount of overpayment.**
  
- B. For employees no longer employed at UH, follow these steps:**
  - Step 1 Request a Payroll Payback form from Rene Chang in Payroll. She will send you the Payback form which will indicate the total amount due from the employee. Send a copy of it to the former employee requesting payback. The former employee must write a personal check payable to the University of Houston and return it to the attention of the DBA.
  - Step 2 Upon receipt of the check from the employee, the check should be handled following the **Cash Handling Procedures**.
  - Step 3 The Payback form must be signed by the supervisor and the cost center to be credited must be verified.
  - Step 4 Make a two (2) copies of the check and Payback Form for department records. File one in the Check Register folder

of the pay period, and place the other copy in the data entry box to be filed in the cost center folder.

Step 5            Send the check and the Payback form to Rene Chang, Payroll. Deliver it to the Payroll box in E. Cullen.

#### VOIDED PAYCHECKS

Payroll checks issued in error or incorrectly must be voided by the Department and returned to Payroll.

Step 1            Prepare a cover memo as in the attached sample.

Step 2            Write "VOID" in bold letters on the check. Cut out the signature.

Step 3            Write "VOID-Returned to Treasury" on the signature line of the appropriate Check Register.

Step 4            Make a copy of the memo and the check.

Step 5            File the copies in the Check Register folder of the pay period folder.