

Procedure No. 10.040

Pay Check Distribution Policy

Date Issued: 10/13/97

Date Effective: 10/13/97

Issued By: Human Resources

Purpose: To define the method and timing of distribution of pay checks to employees.

Policy:

Pay checks/receipts will be distributed to employees based on the following guidelines.

Each department chair/director shall designate a representative to pick up pay checks for employees in the department.

Checks/receipts will only be given to the employee they are issued to except that an employee may provide one time written instructions that the check/receipt may be distributed to the above noted department representative on a continuing basis.

In order for another individual (other than a designated department representative) to pick up an employee's pay check/receipt, the employee must provide written authorization to the Office of Human Resources prior to the date the check/receipt is to be picked up. This authorization should be specific as to the name of the individual authorized to pick up the check/receipt. This authorization will be required each time another individual is authorized to pick up an employee's pay check/receipt.

Procedure: Pay checks/receipts may be picked up between the hours of 8:30 a.m. and 4:30 p.m. on the date of issue. If a pay check (excluding receipts) is not picked up by 4:00 p.m. on the date of issue, the check is to be returned to the Office of Human Resources by 4:30 p.m. on the date of issue. Pay checks not picked up by 4:30 p.m. will be mailed via first class mail on the first work day following the date of issue, unless written instructions to hold the check are received from the employee by the Office of Human Resources.

Employees may elect to have a pay check mailed to them, via first class mail, by providing a written request to the Office of Human Resources. The pay check will not be mailed until the date of issue for the check. Employees should be aware that in the event a check is lost

in the mail, a new check may not be issued until verification that the check has not been cashed has been received, and a stop payment order has been effected.

The following guidelines will be followed for the noted departments only.

Maintenance, Custodial and Trades Area Employee

Pay checks/receipts for employees in these areas will be delivered to the Office of Facilities Management no earlier than one business day prior to the date of issue on the check/receipt by a representative of the Office of Human Resources. Regardless of the date and time of delivery, no check/receipt will be provided to an employee prior to the date of issue.

On the date of issue, pay checks/receipts will be provided to the appropriate supervisors of each employee. The supervisor will distribute the check/receipt to the employee immediately upon the start of the work day. If an employee is not present at that time, the check will be returned to the designated individual in Facilities Management, who will immediately place the check in the safe.

Employees not present at the start of the work day may pick up their check/receipt later in the day by contacting the designated individual. All checks not picked up by 3:00 p.m. on the date of issue will be returned to the Office of Human Resources.

In order for another individual to pick up an employee's pay check/receipt, the employee must provide written authorization to the Office of Human Resources prior to the date the check/receipt is to be picked up. This authorization should be specific as to the name of the individual authorized to pick up the check/receipt. This authorization will be required each time another individual is authorized to pick up an employee's pay check/receipt. The individual designated to pick up the pay check/receipt should go to the Office of Human Resources to pick up the check/receipt.

Public Safety Department Employees

Pay checks/receipts for employees in this area will be delivered to the Office of Public Safety no earlier than the day prior to the date of issue on the check/receipt by a representative of the Office of Human Resources.

Regardless of the date and time of delivery, no check/receipt will be provided to an employee prior to the date of issue, except for those employees working either the second or third shift. These employees may be given their pay check/receipt by the on-duty supervisor at the conclusion of their shift.

On the date of issue, pay checks/receipts will be provided to all employees, except those noted above, beginning at 8:30 a.m. The Director of Public Safety will designate the individual within the department who will be responsible for the security and distribution of the checks/receipts.

Employees not present at the start of the work day may pick up their check/receipt later in the day by contacting the designated individual. All checks not picked up by 3:00 p.m. on the date of issue will be returned to the Office of Human Resources.

In order for another individual to pick up an employee's pay check/receipt, the employee must provide written authorization to the office of Human Resources prior to the date the check/receipt is to be picked up. This authorization should be specific as to the name of the individual authorized to pick up the check/receipt. This authorization will be required each time another individual is authorized to pick up an employee's pay check/receipt.

Boiler Plant

Pay checks/receipts for employees in this area will be delivered to the Boiler Plant no earlier than the day prior to the date of issue on the check/receipt by a representative of the Office of Human Resources. Regardless of the date and time of delivery, no check/receipt will be provided to an employee prior to the date of issue, except for those employees working either the second or third shift. These employees may be given their pay check/receipt at the start or conclusion of their shift.

On the date of issue, pay checks/receipts will be provided to all employees, except those noted above, beginning at 8:30 a.m. The Boiler Plant Manager will be responsible for the security and distribution of the checks/receipts.

Employees not present at the start of the work day may pick up their check/receipt later in the day by contacting the Boiler Plant Manager. All checks not picked up by 3:00 p.m. on the date of issue will be returned to the office of Human Resources.

In order for another individual to pick up an employee's pay check/receipt, the employee must provide written authorization to the office of Human Resources prior to the date the check/receipt is to be picked up. This authorization should be specific as to the name of the individual authorized to pick up the check/receipt. This authorization will be required each time another individual is authorized to pick up an employee's pay check/receipt. The individual designated to pick up the pay check/receipt should go to the Office of Human Resources to pick up the check/receipt.

Venango Campus Employees

Pay checks/receipts for employees at the Venango Campus will be delivered to the Administrative Office of the campus no later than 12:00 Noon on the date of issue.

Employees may pick up their checks/receipts on the date of issue as soon as they are available, but not later than 12:00 Noon.

In order for another individual to pick up an employee's pay check/receipt, the employee must provide written authorization to the Executive Dean of the Venango Campus prior to the date the check/receipt is to be picked up. This authorization should be specific as to the name of the individual authorized to pick up the check/receipt. This authorization will be required each time another individual is authorized to pick up an employee's pay check/receipt.

Pay checks/receipts which are not picked up within two working days of the issue date will be mailed to the employee, via first class mail.

Holiday Provisions

In the event a major holiday falls on the date of issue, the pay checks/receipts will be issued under the above provisions on the business day preceding the major holiday.