



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 68.01, **Distribution of Payroll Checks**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the procedure for disposition of payroll checks.

**REVIEW:** This HSCEP OP will be reviewed on February 15 of each even-numbered year (ENY) by the assistant vice president for Human Resources and the managing director of Payroll & Tax Services, with recommendations for revisions submitted to the chief financial officer by March 1.

### **POLICY/PROCEDURE:**

#### **I. Distribution Methods.**

- A. Employees may obtain their payroll checks in Payroll & Tax Services on or after payday by showing proper identification. At the regional campuses where there is no Payroll & Tax Services office, the Human Resource Department is authorized to distribute paychecks.
- B. Employees may authorize Payroll & Tax 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 HSC Employee Tab on the webraider portal <http://webraider.ttuhs.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 3 times a month, usually for less than 12 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 completing and signing a Direct Deposit Authorization Form (Attachment A) and attach a voided check. No check is required if the deposit is to a savings account. Deadlines for changes or cancellations are located on the bottom of the Direct Deposit Authorization Form.
- D. Employees may obtain their earnings statement electronically through the WebRaider portal at <http://webraider.ttuhs.edu>.
- E. The department will notify Payroll & Tax Services to add a person to the departmental distribution by completing a *Departmental Payroll Distribution List* (see Attachment B).
- F. Employees may have their checks mailed by completing a mailing request form and providing Payroll & Tax Services with a stamped, self-addressed envelope for each check to be mailed.
- 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 their own identification to match the authorized name on the written authorization from the payee.

#### **II. 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 to the managing director of Payroll & Tax Services for approval.

B. Services 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 a written authorization from the payee, along with their own identification to match the authorized name on the written authorization from the payee.
- (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.

**III. 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 on file at the time the check is mailed. Payroll & Tax Services will contact the employee or department, prior to mailing, to notify the employee a check is waiting to be picked up in Payroll & Tax Services.

**IV. Right to Change Policy.** TTUHSC El Paso reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees, faculty, or residents.