



- Checks for mailing with no attachments (**RE**) are next. Checks in this category may or may not have overflow checks. For checks without overflows, the checks are left flat and unfolded for mailing. If overflow checks exist for a vendor, clerk should manually insert all negotiable checks and overflows in a mailing envelope for US Mail.
- Checks for mailing with attachments (**RA**) may also have overflow checks. All negotiable checks, remittances and overflows to the payee must be manually inserted into a mailing envelope.
- Now that the run is completely broken down, checks now ready for mailing should be placed in the special courier pouch and zipped closed. The Mailing Services courier will retrieve the pouch by 1 pm each business day.
- Manual checks may occasionally come from Accounts Payable. They should be embossed with the Treasurer's signature stamp and distributed according to the requested distribution. In most cases, these checks will be for pickup.

If after completion of all the above steps, you have checks and or attachments left over, they should be returned to the Accounts Payable manager for research within 24 hours. If checks are returned through US Mail, they also should be forwarded to the Accounts Payable manager for research.

Checks marked for pickup but not retrieved within the 72-hour period should be returned to the Accounts Payable manager for research.

If a check from the Accounts Payable run was expected but not issued, the department should be referred to Accounts Payable. When the department supply of mailing envelopes runs low, the clerk should contact Mailing Services for more.

The Office of Student Accounts at the Law Center campus may fax over a list of refund checks they would like picked up by courier. Typically these checks will be in the **PU** handling code range. However, sometimes they will be in the **RE** section. These checks when they occur are packaged together for pickup by a special courier.

### **PAYROLL CHECKS:**

Check Distribution distributes three types of checks for Payroll Services, daily Special Checks, Bi-Weekly and Monthly payroll payments. You will distribute live checks, deposit advices, override and distribution statements, timesheets and any other reports delivered with the runs.

**Special Checks** from Payroll Services may occur each business day. Payroll Services will fax to Check Distribution a list of all requests approved and input by their office before noon. The Mailing Services courier will deliver the daily checks after 2:00 pm and ask for signature of receipt from the clerk. **The control sheet must be verified before signature.** With the checks will be the official check register of checks produced that day. The list may at times be different from the list Payroll Services provided.

To work the run the clerk notes the present date on the tear away side of the check. Checks are filed alphabetically in the smaller accordion file. The check register is filed in the binder marked Special Checks.

Most checks will be marked for pick up. The University Tax Office will occasionally have special checks within the run which will not have a department code noted. A representative from the Tax Office will retrieve the payments. If Payroll Services sends a manual check, the Distribution clerks should emboss the check with the Treasurer's signature stamp. When Payroll Services has provided an addressed mailing envelope, this should be used.

When checks are picked up, identification is verified and signature secured on the official check register. For payments not retrieved in five business days, they should be mailed directly. Payroll checks returned in US Mail should be forwarded to Payroll Services.

**Bi-Weekly payroll runs** are received on the Tuesday of the week of payday. Payments are distributed on Thursday of pay week after 2:00 pm. Checks and deposit advices are delivered by Mailing Services Control in long trays. The courier will ask for signature of receipt from the clerk. **Before signing, the clerk should verify the check number sequence by scanning the numbers visible through the check window.** Also delivered are the timesheets, distribution and override statements, and leave status reports. An analyst from Payroll Services will match the timesheets and leave status reports. Time Sheets will be stacked numerically by department code when this procedure is completed. When Payroll Services has information to distribute to the community, their analyst matching timesheets will handle it. The Distribution clerk will handle the run as normal.

- To process the run the Distribution clerk must match the checks and deposit advices together by four-digit department code. The trays arrive in numerical order by department code. Using the distribution statement, you are able to follow by payee name how to accurately match each department. The distribution statement and any override reports for the department are folded and attached secured to the checks matched. This procedure is followed for all except the Law and Medical campus areas.
- Once the full run is completed, each bundle is placed back into the trays filing by following the department sequences listed on the sign out sheet. In some areas, several departments are bundled together which may not be in sequential order. A clean copy of the sign out log with any updated information received prior to pay week is printed.
- For the Law Center and Medical campus areas, you need only to place the unmatched distribution and override statements, timesheets, leave status reports and any accompanying information on top of the checks for the campus area. These areas do their own bundling procedures on the premises. A courier will be sent from each campus to pickup the payroll on Wednesday morning of pay week.
- Check Distribution is now ready to distribute payroll on Thursday after 2:00 pm. Timekeepers will come to the Check Distribution window in the Car Barn, third floor room 304 for the payroll. Identification will be verified at this time. The clerk will distribute checks, deposit advices and time sheets at one time preferably.
- Departments not picking up their payroll on Thursday will be held for five business days. After 5 days, checks should be mailed to the Payroll Office. Timesheets and distribution statements should be mailed via campus to the department.

Monthly payroll is handled as above.

### **Administrative Tasks:**

All signature sign out logs, check registers and System Control sheets are kept on file in the department for one fiscal year. Each evening the checks remaining in the department are locked in the safe. All signature stamps and other confidential material are secured in the safe.