

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.04.02

AREA: Payroll

SUBJECT: Payroll Check Distribution

I. PURPOSE AND SCOPE

Texas Southern University is responsible for ensuring that employees of the university are compensated in a timely and accurate manner, for their time and effort. This policy describes appropriate procedures for distributing payroll checks and handling any checks not claimed in a timely period.

II. POLICY PROVISIONS

- A. The Treasurer's Office assures that earning statements and checks (when produced), together with the check distribution log are printed and the sequence verified; and that checks are signed, sorted, and distributed within twenty-four (24) hours of receipt.
- B. The Treasurer's Office distributes checks, earning statements and reports to the appropriate area.
- C. Designated individuals in each area distributes checks and earning statements to individual employees in accordance with procedures in place as outlined in the department's Baseline Standards document – MAPP 01.03.01.

III. PROCEDURES FOR UNCLAIMED CHECKS


- A. Unclaimed payroll checks will be returned, by area designated individuals, to the Treasurer's Office within fifteen (15) days of the date of distribution to the respective area.
- B. Checks returned to the Treasurer's Office, which have been specified by the respective area's designated individual as those which should be voided, will be stamped "VOID"; the signature area will be removed; and the check will be forwarded to the payroll division for entry as a void check.
- C. Unclaimed checks, returned to the Treasurer's Office by the respective area's designated individual not identified to be voided, will be filed alphabetically and held until they are ninety (90) days old. If a check remains unclaimed for ninety (90) days, it will be stamped "STALE DATED" and forwarded to General Accounting for processing in accordance with stale-dated check procedures.

IV. REVIEW AND RESPONSIBILITY

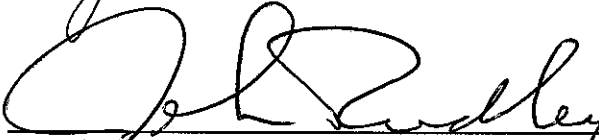
Responsible Party: Chief Financial Officer

Review: Every three years, on or before May 1

V. APPROVAL



Chief Financial Officer



President

Date of President's Approval: 11/23/09