

## **I. POLICY STATEMENT**

Texas Southern University shall ensure that employees are compensated in a timely, accurate, and secure manner in accordance with applicable laws and University payroll procedures. The University shall utilize electronic payroll distribution as the primary method of payment and shall maintain strict internal controls for the distribution and handling of paper payroll checks when issued.

## **II. PURPOSE AND SCOPE**

Texas Southern University is responsible for ensuring that all employees are compensated accurately and on time for their work. This policy describes the procedures for distributing payroll checks and the proper handling of unclaimed checks. This policy applies to all University departments, employees, and individuals involved in payroll processing, distribution, and administration.

## **III. POLICY PROVISIONS**

**A. Electronic Distribution:** All payroll checks are distributed electronically. Paper checks may be issued only under specific authorized conditions or potentially for an employee's first pay cycle.

**B. Check Verification:** The Treasurer's Office ensures that earnings statements, checks, and distribution logs are printed and verified for sequence. Checks must be signed, sorted, and prepared for distribution within twenty-four (24) hours of receipt.

**C. Distribution to Departments:** The Treasurer's Office distributes checks, earnings statements, and relevant reports to the designated area representatives.

**D. Departmental Handling:** Designated individuals in each area distribute checks and earnings statements to employees. This must be done in accordance with the procedures outlined in the department's Baseline Standards (MAPP 01.03.01).

## **IV. PROCEDURES FOR UNCLAIMED CHECKS**

**A. 15-Day Return Window:** Area-designated individuals must return any unclaimed payroll checks to the Treasurer's Office within fifteen (15) days of the original distribution date.

**MAPP 03.04.02 Payroll Check Distribution**  
**Section Fiscal Affairs**  
**Area Payroll**  
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**B. Voiding Checks:** Checks returned for voiding will be stamped "VOID" by the Treasurer's Office. The signature area will be removed, and the check will be forwarded to the Payroll Division to be formally recorded as a voided transaction.

**C. Stale-Dated Checks:** Unclaimed checks not marked for voiding will be filed alphabetically in the Treasurer's Office for ninety (90) days. If a check remains unclaimed after ninety (90) days, it will be stamped "STALE DATED" and forwarded to General Accounting for processing in accordance with University stale-dated check procedures.