PAYCHECK DISTRIBUTION POLICY

POLICY STATEMENT
It is the objective of the State University of New York College at Oneonta’s Payroll Office to make known the policies and procedures associated with the distribution of paychecks.

RATIONALE
To ensure the receipt and safe-handling of any and all paychecks and direct deposit advices until they are properly distributed.

APPLICABILITY OF THE POLICY
This policy applies to all Faculty and Staff as well as College departments involved in the distribution of employee paychecks.

POLICY ELABORATION
Paychecks will be sorted and made available for distribution from the Payroll Office in Netzer 214 by 8:00 a.m. of payday. For employees working in buildings other than Netzer, packets of checks are delivered by Moving and Supply to departments the morning of payday. Within the Netzer Building, individuals designated by departments will be responsible for picking up the checks directly from Payroll.

DEFINITIONS
Not applicable

PROCEDURES
Individuals designated to receive checks and direct deposit advices on behalf of their departments have the following options for distribution:

Direct Deposit Advices
- If the employee has direct deposit (indicated by a “D” on the advice), department designees may send the check stub to the staff member’s home address or leave the stub in his/her mailbox.
- Check stubs must be kept secure from the time they are received by the department until properly distributed.

Live Paychecks
- Employees within departments may personally pick up their checks from the department designee by 3 p.m. If this option is chosen, employees need to sign and date the paycheck distribution list (name in full) indicating their check has been received.
- **No paychecks are to be mailed home without written permission.** If employees wish to have their paychecks mailed, it is preferable that they complete a “Permission to Mail Checks Home” form with the Payroll Office and their check will be mailed prior to departmental distribution. **NOTE: If permission slips have been collected within the department as opposed**
to the Payroll Office, the department has then taken on the responsibility of mailing those checks as well as any and all related mail charges. Under no circumstances may employee paychecks be placed in campus mailboxes for distribution.

- At 3 p.m. on payday, unclaimed checks must be taken to the Accounting Office, Room 245 Netzer, to be held for employee pick up. Under no circumstances should paychecks be kept in departments after 3 p.m. This rule must be adhered to in order to account for and secure all checks that are not picked up on payday. Bring the office copy of the paycheck distribution list and ensure that the Accounting Office personnel sign for checks left with them.

- A photocopy of the completed paycheck distribution list must be dropped off to the payroll office by the Thursday of pay week. A completed paycheck distribution list should have either the full signature of all of the employees who receive checks or the signature of the personnel in the accounting office who signed for the checks that were delivered to them. If all of the employees in your department have direct deposit a photocopy will not be required to be sent to the payroll office.

- Faculty and staff may pick up their unclaimed checks in the Accounting office during normal business hours (8 am – 4 pm, except lunch) Monday – Friday. Identification must be presented before checks will be released.

- Checks must be kept secure from the time they are received by the department until properly distributed.

FORMS

   Permission to Mail Checks Home

CONTACTS

Questions related to the Paycheck Distribution Policy should be directed to:

Payroll Office
214 Netzer Administration Building
607-436-2504

RELATED DOCUMENTS/POLICIES

   Direct Deposit Form
   Payroll Calendars

EFFECTIVE DATES

1995 to Present