



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the procedure for distributing payroll checks.

REVIEW: This HSC OP will be reviewed on February 15 of each even-numbered year (ENY) by the Senior Director of HR Benefits and HRIS and the Managing Director of Payroll and Tax Services, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations by March 1.

POLICY/PROCEDURE:

1. **Distribution Methods.**

- a. Physical checks for all TTUHSC team members will be mailed to the team member's permanent address on file.
- b. Team members 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 team members under the HSC Employee Tab on the [WebRaider](#) portal. Changes to Direct Deposit information will be effective within 24 hours of the original entry. Enrollment will not be available during payroll processing times until the payroll has been completed. This occurs three times a month, usually for less than 48 hours per occurrence. TTUHSC recommends team members utilize direct deposit to ensure immediate access to earnings.
- c. During downtime for the online Direct Deposit System or when team members do not have an employee tab, team members can enroll by completing, signing, and submitting a *Direct Deposit Authorization Form* (Attachment A) and a voided check to Payroll & Tax Services. No check is required if the deposit is to a savings account. Deadlines for changes or cancellations are located at the bottom of the Direct Deposit Authorization Form.
- d. Team Members may obtain their earnings statement electronically through the [WebRaider](#) portal.
- e. Departments that participate in departmental distribution must notify Payroll & Tax Services of changes to the departmental distribution by completing a *Departmental Payroll Distribution List* (Attachment B).
- f. Team Members may have their checks mailed out to them 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 written authorization from the payee and their own identification to match the authorized name on the written authorization from the payee.

2. **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 submitting an 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) 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 written authorization from the payee and their own identification to match the authorized name on the written authorization from the payee.
- (4) The payee or appropriate designee will sign the transmittal listing upon receiving the payroll check.
- (5) Unclaimed payroll checks will be returned to Payroll & Tax Services by the **third** working day after payday.

3. **Unclaimed Payroll Checks.**

All checks 15 business days or older will be removed from the active check file and mailed to the team member's permanent address on file when the check is mailed.

4. **Right to Change Policy.** TTUHSC reserves the rights to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without notice to or consent of its employees.