

# I3: Payroll Distribution

Effective Date: 10/19/04

Prior Date: 5/14/04

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## Purpose and Scope

The purpose of payroll distribution is to facilitate timely and appropriate distribution of paychecks.

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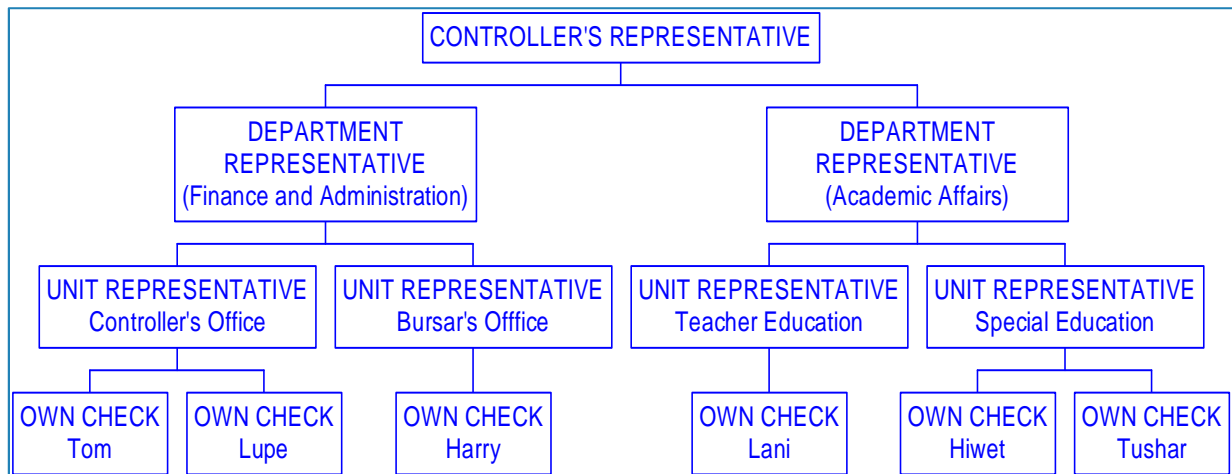
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## Definitions

- a. Controller's Office: The Controller's Office, located in E-212, is the place where unit/department representatives pick up payroll checks on payday.
- b. Controller's Representative: The status employee distributing checks to department representatives from the Controller's Office on paydays.
- c. Department Representative: A status employee who picks up paycheck envelopes from the Controller's Office and then distributes them to individual employees and authorized unit representatives.
- d. Redistribution: Picking up paycheck envelopes for an area at the Controller's Office and then distributing checks to an authorized unit representative.
- e. Status employee: An individual who has been hired on a permanent basis. Individuals with an adjunct appointment, consultants, temporary, extra help, student aide and work-study employees are not status employees.
- f. Unit Representative: A status employee who picks up paycheck envelopes from the department representative.

A limited (two-sections) example of the distribution flow:



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## Authority and Responsibility

- a. Department/unit heads will authorize only status employees who do not sign time sheets/reports to pick-up paychecks.
- b. The Controller's representative will maintain a file of authorized payroll signature cards.
- c. The Controller's representative will release paycheck envelopes at the Controller's Office to authorized department representatives upon presentation of an ID.
- d. Authorized department representatives will maintain a file of authorized payroll redistribution signature cards.
- e. Authorized department representatives will distribute paychecks to employees and authorized unit representatives upon presentation of ID's.
- f. Authorized unit representatives will redistribute paychecks to employees only after identifying the employee.
- g. The Director of Financial Affairs/Controller will advise the Systems and Procedures Office whenever a change to any part of this procedure has been made.

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## Payroll Calendar

The Controller's Office establishes and publishes a paydate schedule for the calendar year. Paychecks will not be distributed before the scheduled date.

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## Signature Card Policy

- a. Signature cards are used to provide specimen signatures to the Controller's representative of persons authorized to pick up paycheck envelopes. Deletions or additions to signature cards must be authorized by the department head.
- b. Signature cards also are used to provide specimen signatures to the department representatives of persons authorized to pick up paycheck envelopes. Deletions or additions to signature cards must be authorized by the unit head.
- c. The following signatory card policies are in force for completing the cards:
  1. All authorized signatories must be status university employees.
  2. The person responsible for an account must sign on the unit head signature lines. In most cases the unit head and primary fiscal agent for an account is expected to be one and the same.
  3. It is recommended that all departments have at least three authorized signatories to provide adequate pick-up and distribution coverage during times of vacations and unexpected absences.

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## Process

- a. Paycheck envelopes are released to the authorized department representatives by the Controller's representative at 1:00 p.m. on paydays after they sign the payroll release and the signature is verified.
- b. Authorized department representatives may only distribute paycheck envelopes to the payees named on the checks upon presentation of an I.D.  
Or  
Authorized area representatives may pick up paycheck envelopes for distribution to other units via unit representatives authorized on the payroll check redistribution section of the paycheck signature cards. The cards will be kept on file with the authorized department representative.
- c. The authorized department representative upon delivery of paycheck envelopes to the unit representatives fulfills his/her responsibility.
- d. The unit representative then completes the distribution by disbursing paycheck envelopes to the appropriate employees or to an individual the employee names in a written communication to the unit representative. The individual must present a picture ID.
- e. Those units that develop their own procedure for check distribution must have the procedure authorized by the Director of Financial Affairs/Controller.
- f. All department and unit representatives handling paycheck envelopes will take appropriate measures to safeguard the checks.
- g. In those instances where the payee is unknown by **ALL** supervisors/project directors in the department/unit, the check should be immediately returned to the Controller's Office.

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## Exceptions

- a. If all authorized department representatives are unavailable to pick-up paycheck envelopes on payday, the Controller's Office representative may distribute paycheck envelopes to an individual named in a memo authorized by the Director of Financial Affairs/Controller upon presentation of an I.D.
- b. If all authorized unit representatives are unavailable to pick-up paycheck envelopes on payday, authorized department representatives may distribute paycheck envelopes to a unit representative named in a memo authorized by the unit head upon presentation of an I.D.
- c. In absences of short duration, through mutual agreement with the employee, the authorized department or unit representative may keep a paycheck envelope locked in a file cabinet or safe or mail it to the payee's home or bank. Checks not picked up within 96 hours must be mailed to the payee or returned to the Controller's Office.

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## Questions

Questions regarding paycheck distribution should be addressed to the Controller's Office, extension 5143.

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## Form Facsimile

### Payroll Signature Card

**N** Northeastern Illinois University

Authorized Signators-Payroll Check Pick-up from Cashiers

Department Name \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Payroll Check Redistribution Between Units

Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Above signators should not be unit heads and/or sign timesheets.

Approved by: \_\_\_\_\_

Unit Head \_\_\_\_\_ Date \_\_\_\_\_

1195 9/00

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