

Payroll Check Procedure

General Accounting (GA)

Effective 7/23/18

1. UHCL Mail Room will pick up checks in a sealed envelope from UHS Treasury.
2. UHCL Mail Room will deliver payroll checks in the sealed envelope to Student Business Services (SBS).
3. Upon receiving the payroll checks, SBS will log them in, included in the log is the date received and the name of the employee. Once logged, they are placed in the vault or secured tray until picked up.
4. An e-mail is sent to the Authorized Department Representative letting them know the check is available for pick up.
5. Only Authorized Representatives or the payees may pick up checks from SBS. Department Heads shall submit a Payroll Collector Authorization Form to SBS to notify them who is authorized to pick up checks. The Department Head and the Business Coordinator must sign the form. SBS shall maintain the forms for reference until superseded or no longer valid (SBS determines if annual or periodic). The Authorized Representative must have a current cash handling form on file in General Accounting.
6. The Authorized Representative will pick up checks from SBS for proper disposition and delivery of the checks to the payee. SBS shall have the Authorized Representative/payee sign for the checks and maintain the signed documentation of pick up by the Authorized Representative. Either the Authorized Representative or payee may pick up the check. If the employee picks up the check, they must show ID, then sign and date the signature register indicating they have the check. If the Authorized Representative picks up the check, they must show ID, then sign the signature register where it states, "Reviewed By" "Date" and "Title".
7. Once the check has been picked up, SBS will log the date of pick up, and scan the signed signature register sheets to the Cashier shared drive; folder name "Payroll SignOff".
8. The Department Head and Authorized Representative are responsible for proper disposition and delivery of the checks to the payee.