University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Fiscal Affairs **Number: MAP 03.D.04**
AREA: Payroll

SUBJECT: Payroll Check Policy

I. PURPOSE AND SCOPE

In accordance with UH System Administrative Memorandum (UH SAM) 03.D.04 Payroll Check Distribution, this document describes appropriate procedures for payroll check distribution when paper checks have been issued for University of Houston-Clear Lake employees. The Treasurer's Office at the Main Campus will assure that checks, together with the check distribution log are printed and the sequence verified; and that checks signed, sorted, and available for pickup on payday.

II. POLICY

The University of Houston-Clear Lake has the responsibility to ensure that employees compensated, in a timely and accurate manner, for their time and effort.

III. PROCEDURES

A. UHCL Mail Services staff will pick up checks in a sealed envelope from UHS Treasury.

B. UHCL Mail Services staff will deliver the sealed envelope with payroll checks to Student Business Services (SBS).

C. Upon receiving the sealed envelope with payroll checks, SBS maintains a record of payroll checks with receipt date, employee name, departmental pick up date and name of the departmental authorized representative. All checks stored in the vault.

D. An email notification sent to the authorized department representative to pick up the payroll checks.

E. Only departmental authorized representative or the payee shall pick up the checks from SBS with an ID. Department heads shall submit a Payroll Collector Authorization Form to SBS. The department head and the business administrator must sign the Payroll Collector Authorization Form. Departmental authorized representative must have a current cash handling form on file in General Accounting.

F. The Department Head and Authorized Representative are responsible for the proper disposition and delivery of the check to the payee.

IV. UNCLAIMED AND RETURNED CHECKS

A. SBS is the designated department to return unclaimed payroll check to UHS Treasurer's Office.

B. Unclaimed payroll checks returned to the Treasurer's Office within 90 days of the date of distribution. All departmental authorized representative must return unclaimed payroll check to SBS before 90 days of the date of distribution.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President, Finance

Review: Every three years on or before March 1

VI. APPROVAL

/Mark Denney/

Vice President for Administration and Finance

/Richard Walker/

President

Date of President's Approval: 4/20/2023

VII. REFERENCES

UH SAM 03.D.04 Payroll Check Distribution
UHCL Payroll Collector Authorization Form

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	03/19/2014	Initial edition
2	07/23/2018	Revised to align with current procedures
3	03/22/2019	Reformatted using template with numbering system; added Purpose and Scope section with link to UHS SAM, Policy Statement section, Unclaimed and Returned Checks section, Review and Responsibility section, Approval section, and Revision Log; and changed "Business Coordinator" to "Business Administrator".
4	06/05/2019	Reformatted using HR-MAPP template.
5	08/28/2019	Reformatted using MAP template and updated links.
6		No changes