

Section: Fiscal Affairs
Area: Payroll

Number: MAP 03.D.04

SUBJECT: Payroll Check Policy

I. PURPOSE AND SCOPE

In accordance with UH System Administrative Memorandum (UH SAM) [03.D.04 Check Distribution](#) and SAM [02.F.07 Direct Deposit of Salaries](#) , this document describes appropriate procedures for payroll check distribution when paper checks have been issued for University of Houston-Clear Lake employees. The UHS Treasurer's Office will ensure that checks, together with the check distribution log, are printed and the sequence verified; and that checks are signed, sorted, and available for distribution on payday.

II. POLICY

The University of Houston-Clear Lake (UHCL) has a responsibility to ensure that employees are compensated, in a timely and accurate manner, for their time and effort. All university employees are required to have direct deposit and enter their direct deposit information in People Advantage Self Service (P.A.S.S.). Employees who are unable to enter their direct deposit in P.A.S.S. may seek assistance from the University Human Resources / Payroll office. In extraordinary circumstances, a paper payroll check may be required; these exceptions may only be authorized by Associate Vice President of HR / CHRO.

III. PROCEDURES

- A. The UHS Treasurer's Office will distribute checks and reports to UHCL Student Business Services (SBS) Office in a sealed envelope.

- B. Upon receiving the sealed envelope with payroll checks, SBS inspects the contents of the envelope and logs a record of payroll checks with date, employee name, check number, and employee number. All checks shall be stored in the vault.
- C. Student Business Services will send a confidential email to the UHCL Payroll Manager or designee with a list of payroll checks received. Information will include name, employee ID, and check number.
- D. Human Resources/Payroll will notify the employees to pick up the payroll checks.
- E. The employee shall pick up their checks from SBS during regular business hours by presenting a valid Government issued ID.
- F. If the employee requests the check be mailed, SBS will be responsible for the proper disposition and delivery of the check to the payee. Such requests should be in writing and approved by Payroll Manager or designee. The cost of mailing will be charged to the employees' home department.

IV. UNCLAIMED AND RETURNED CHECKS

- A. Student Business Services (SBS) is the designated department to return unclaimed payroll checks to UHS Treasurer's Office.
- B. Unclaimed payroll checks will be returned to the Treasurer's Office after the 90th day of the date of distribution.
- C. Once unclaimed checks are sent back to Treasury, SBS will send an email to Human Resources/Payroll. The email should be labelled 'Confidential,' with a list of payroll checks returned. Information will include employee name, employee ID, and check number.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President, Business Operations

Review: Every Five Years on or before March 1

VI. APPROVAL

Vice President for Administration and Finance

President

Date of President's Approval: _____

VII. REFERENCES

[UH SAM 03.D.04 Payroll Check Distribution](#)

[SAM 02.F.07 Direct Deposit of Salaries](#)

VIII. 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 | 01/07/2026 | Revised Purpose and Scope section with link to UHS SAM, Policy Statement section, Procedures, Unclaimed and Returned Checks section, and Review and Responsibility section. |