



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DEA-3      Distribution of Payroll Checks**

**APPROVED:** April 30, 1979      **REVISED:** September 1, 1995  
**Year of last review:** 2022  
**AUTHORIZING BOARD POLICY:** DEA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

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**OBJECTIVE:** To provide procedures for distribution of payroll checks.

#### **PROCEDURE:**

##### **I. General Provisions**

- A. Regular payroll checks are normally issued to individual employees on the 25th day of each month, except work-study and hourly checks which are distributed on the 15th of each month.
- B. After payroll checks have been printed by Information Technology, they are forwarded to the Comptroller's Office where they are sealed in window envelopes and forwarded to the respective pay stations to be distributed.
- C. The checks will be coded according to pay stations where the employee elects to pick up his/her check.
- D. Any changes to end of month checks must be made in writing and submitted to the Human Resources Department no later than the 14th of the month in which the change is to be made. Changes made after that date will be effective the following month.
- E. Work-study students must submit their change requests to the Financial Aid Office no later than the 25th of the month effective with the subsequent payday. The Financial Aid Office will forward the changes to the Human Resources Department.
- F. Employees who wish to have their payroll checks mailed may request this to be done through the Human Resources Department. Checks will be mailed to the home address only.

##### **II. Process**

- A. Computer print-out check lists are prepared in pay station order.
- B. The Comptroller's Office retains one copy of the print-out on which each representative of the pay station signs as evidence of having received the checks listed for his/her pay station.
- C. One copy of the print-out, separated by pay station, accompanies the checks to the pay station where it is signed or initialed by each payee as evidence of having received his/her check.
- D. Identification (preferably a picture I.D.) is required to pick up a payroll check.
- E. An employee who wishes a staff member of his/her department to pick up his/her payroll check must request the department head to place his/her name on Form B/01/1002.
- F. The department representative designated to pick up the payroll checks must present Form B/0/1002 to the cashier or pay station designee.
  - 1. FORM B/0/1002 must be approved by the appropriate department head.
  - 2. The department representative will receive and sign for the checks listed on the form.

3. One copy of Form B/0/1002 will be retained by the cashier, and one will be kept by the person picking up the checks to be signed by each individual payee.
  4. To expedite payroll distribution, Form B/0/1002 should be submitted to the cashier or pay station designee the day before pay day.
- G. A payroll check will not be distributed to anyone other than the payee, unless:
1. A written note granting permission is presented to the cashier or pay station designee along with a current picture I.D. of both the payee and the individual designated to pick up the check.
  2. The payee is listed on Form B/0/1002.
- H. Unclaimed checks will be held for 15 days, after which they are returned to the Comptroller's Office for investigation into the matter. All unclaimed checks are voided by the Comptroller's Office after ninety (90) days.
- I. One official pay station has been set up at each of cashiers' office at the following cashier locations:
1. Administrative Services Center.
  2. Valle Verde Campus.
  3. Transmountain Campus.
  4. Rio Grande Campus.
  5. Fort Bliss (available only to employees who work at that location).