

Pay Check Distribution

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I. Purpose

To establish policy and procedures regarding pay check distribution.

II. Responsibilities

A. Employee

1. Complete bank deposit information via Employee Self Service.

B. Payroll Services

1. Process payrolls according to the dates outlined in the [Payroll Schedules](#) with advance notification of changes to the established schedule.

III. Policy

- A. The University will make funds payable to employees in the form of direct deposit (see [E-8-5 Direct Deposit](#)) each monthly or biweekly pay date.
- B. Pay statements will be made available to all employees via Employee Self Service. The University no longer prints pay statements.
- C. In rare cases including new employees, missing deposit bank information or returned bank transfers, the University will provide payment via check.

IV. Procedures

- A. Pay Statements are available online for all employees through the [myUK portal](#) in Employee Self Service.
- B. Pay checks for new employees are delivered to four distribution locations of Scovell Hall, Hospital, Athletics and Payroll Services.
- C. Departments are responsible to retrieve pay checks each pay day by submitting a [Authorization to Release Payroll Checks](#) form to one of the four distribution locations.
- D. Departments are responsible to make pay checks available to employees on pay day and are not authorized to release checks in advance of the pay date.
- E. Departmental distribution of pay checks must be the responsibility of an employee who does not have an SAP HR/Payroll role.
- F. Departments are required to validate an employee's identity by picture ID prior to issuance of a pay check.
- G. Payroll checks must be locked in a secure location in accordance with [E-2-1 Treasury Operations Manual](#) IV.B.3 until distributed.
- H. Unclaimed payroll checks must be returned to Payroll Services within ten business days after the pay date.