



Angelo State University
Operating Policy and Procedure

OP 50.02: Distribution of Payroll Checks

DATE: March 25, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the procedure for disposition of payroll checks.

REVIEW: This OP will be reviewed in June every 5 years, or as needed, by the payroll manager with recommendations for revision forwarded through the vice president for finance and administration to the president by July 15th of the same year.

POLICY/PROCEDURS

1. Distribution Methods

- a. Employees must authorize the Payroll Services Department to electronic funds transfer (EFT) their payroll checks to a designated financial institution by completing and signing a *Direct Deposit Authorization Form* and attaching a voided check.
- b. Employees who receive a paper check must obtain their payroll checks at the Student Accounts/Bursar's Office on or after payday by showing proper identification.

Employees who are unable to receive their paychecks electronically must submit in writing a valid reason to opt out of direct deposit.

- c. All paychecks for students are submitted to HigherOne for disbursement.

2. Unclaimed Payroll Checks

- a. On or about the middle of July of each year, the accounting department will review unclaimed checks. All checks one year or older will be removed and the funds will be sent to the State Comptroller as unclaimed property. Employees who wish to claim those funds at that time will need to go through the State of Texas Comptroller's unclaimed property department to claim their money.