**Payroll Pay Distribution UPPS 03.01.24**

**Issue No. 1**

**Effective Date: 10/07/2022**

**Next Review Date: 09/01/2026 (E4Y)**

**Sr. Reviewer: Director, Payroll and Tax Compliance**

**POLICY STATEMENT**

*Texas State University is committed to providing accurate and accessible payroll distribution options.*

**01.**  **OBJECTIVES**

01.01 Specific objectives of this policy include:

a. to provide direct deposit information for employee payroll pay distribution;

b. to provide a method whereby employees who are unable to pick up their checks on payday will be allowed to designate another authorized individual or request it to be mailed; and

c. to provide a method to turn over any uncashed check as unclaimed property to the Texas State Comptroller’s Office after one year.

**02. RESPONSIBILITY FOR IMPLEMENTATION OF THIS POLICY**

02.01 It is the responsibility of each area affected by this policy to devise job procedures or other appropriate methods for carrying out all its instructions.

**03. SCHEDULED PAYDAY**

03.01 Scheduled paydays will coincide with those issued by the State Comptroller's Office. In most cases, this will be the first workday of the month for those paid monthly; either the calendar date of the 15th or the first workday after the 15th of the month or the last working day of the month for those paid semi-monthly; and on either the calendar date of the 10th or the first workday after the 10th of the month for those receiving a supplemental payment.

**04.**  **PROCEDURES FOR DIRECT DEPOSIT OF PAYROLL CHECKS**

04.01 Beginning January 1, 2007, The Texas State University System ruled that all payments from Texas State University must be sent electronically via ACH or direct deposit once the employee enrolls in direct deposit. Failure to enroll in direct deposit will result in an employee receiving payment by paper check. These rules apply to all full- and part-time employees.

04.02 All bank processing will be encrypted for security and safety of information.

04.03 Policy and procedures for processing payments to employees, student workers, and university vendors for payroll items via electronic direct deposit are included in [FSS/PPS No. 03.09](https://policies.txst.edu/division-policies/finance-and-support-services/03-09.html), Direct Deposit – Payroll and Non-Payroll Payments.

**05.** **PROCEDURES FOR DISTRIBUTION OF PAYROLL CHECKS**

05.01 Payroll paychecks must be picked up at the Student Business Services’ Cashier windows with a Texas State I.D. card or valid government issued I.D. card.

05.02 Employees may authorize a designee to pick up their paycheck. The designee will be required to present a signed [Authorization To Release Payroll Check](https://gato-docs.its.txstate.edu/jcr:e1d08250-f604-46d9-b9df-f8b4c2035fc5/Auth%20to%20release%20payroll%20ck.pdf) form (available on the [Payroll and Tax Compliance Office website](https://www.txstate.edu/payroll/resourcesforms/payrollforms.html)). This form authorizes the designee to pick up only this employee’s paycheck, by presenting the employee’s I.D. card. The designee will also be required to sign for the employee’s paycheck.

05.03 Employees may arrange to have their paycheck mailed by completing a [Request for Mailing Payroll Check](http://gato-docs.its.txstate.edu/jcr:e1d08250-f604-46d9-b9df-f8b4c2035fc5/Auth%20to%20release%20payroll%20ck.pdf) form (available on the [Payroll and Tax Compliance Office website](https://www.txst.edu/payroll/resourcesforms/payrollforms.html)).

**06. PROCEDURES FOR UNCLAIMED PAYROLL CHECKS**

06.01 All payroll checks unclaimed after 30 days will be mailed to the employee's permanent address on file at the time of printing the check.

06.02 Payroll checks returned to the university as undelivered or checks that are not cashed, will be considered unclaimed property and turned over to the State of Texas Comptroller’s Office after one year.

**07.** **EXCEPTION TO THIS POLICY**

07.01 Any exceptions to the payroll pay distribution policy must be requested in writing and approved by the director of Payroll and Tax Compliance.

**08.**  **REVIEWER OF THIS UPPS**

08.01 Reviewer of this UPPS includes the following:

Position Date

Director, Payroll and Tax Compliance September 1 E4Y

**09. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Payroll and Tax Compliance; senior reviewer of this UPPS

Associate Vice President for Financial Services

Vice President for Finance and Support Services

President