

Los Rios Community College District

Standard Procedure for Distribution/Mailing of Payroll Checks and Distribution of Payroll Stubs

Effective with October 2005 Payroll (for distribution 10/31/05 and 11/10/05)

In an effort to maximize the protection of our employees and implement tighter controls, the process for distribution/ mailing of payroll checks (warrants) and payroll stubs is being standardized for all employees. This will be applicable for all District locations.

Checks

Picking Up

- Must be picked up by the employee at the College Business Services Office (BSO). Each college will communicate the hours the employee may pick up checks or advices.
- Checks not picked up by employees within 60 days of issue date, will be returned to DO. The Business Services Office will make one attempt to call the employee before returning to DO.
- A photo ID must be presented to BSO staff by the employee picking up their check. BSO employee will verify ID matches name on check and photo on ID is of person picking up check.
- Employees must print and sign their *full* name on the distribution log. Initialing the log will not be sufficient. Example of distribution log is attached to this document. The colleges may create their own distribution log as long as it includes the information shown on the attached sample.
- Department pick-ups will no longer be permitted. One person will no longer be able to pick up checks for other employees in department. This is true even if written authorization is provided.

Mailing

- If an employee wants payroll checks mailed to their residence, an authorization form must be on file with the BSO. Forms are available in the BSO and a template is included below.
- Self-addressed stamped envelopes (SASE) are to be provided by the employee if they want their checks mailed. The BSO will mail checks as long as there are available SASE provided by the employee. Making sure there is an adequate supply of SASE is the responsibility of the employee. No more than six SASE may be provided at a time. Employee must sign form to authorize mailing and to verify number of SASE provided. ID will be verified upon presentation of SASE and authorization form.

Pay Stubs/Advices

Picking Up

- Must be picked up by the employee at the BSO. Process described above for checks will be followed.
- Department pick-ups are permitted for pay stubs. Only authorized people (e.g. area dean, secretary, supervisor) may pick up stubs from the Business Services Office.
- A signature list for department pick-up must be on file in the Business Services Office, with a new list submitted every six months. The signature will be of employee authorizing pick up of her/his stub.
- If pay stubs are not picked up in 6 months, they will be shredded. A listing of all stubs shredded will be sent to the Director, Accounting Services.

Mailing

- Process described above for checks will be followed.

Los Rios Community College District
YOUR COLLEGE NAME HERE
COLLEGE BUSINESS SERVICES OFFICE

AUTHORIZATION FOR MAILING OF PAYROLL CHECKS

Date _____

Print Name _____

Employee ID Number _____ Telephone Number Work- _____ Home _____

Mailing Address _____
(Must match address on file with Human Resources or will not be mailed)

City _____ State _____ Zip _____

Department Area _____

I, the undersigned, authorize the Business Services Office to mail my paycheck to the address listed above. I have provided to the Business Services Office the number of self-addressed stamped envelopes (SASE) indicated below and understand they will be mailed as long as there are available SASE provided, but no more than six times without submittal of a new authorization form and additional SASE.

Signature _____

Check as applicable:

Number of Envelopes Provided One Two Three Four Five Six

Indicate Pay Dates to be mailed: _____ / _____ / _____ _____ / _____ / _____ _____ / _____ / _____

Pay date: Last working day of month Tenth

PLEASE PRINT CLEARLY AND USE BLUE OR RED INK WHEN COMPLETING THIS FORM.
RETURN COMPLETED FORM TO THE BUSINESS SERVICES OFFICE.

To be completed by Business Services Office staff:

ID verified by: _____
Write or sign full name

Form of ID presented: Drivers License Student ID Other _____
Please specify

