

TITLE: DISTRIBUTION OF PAYCHECKS FOR FACULTY, ADMINISTRATIVE AND CLERICAL STAFF

POLICY NO: CA200

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APPROVED BY: Howard Merlin

EFFECTIVE DATE: 04/30/2005

UPDATED: 3/28/07

I. SCOPE

All Lincoln University Faculty, Administrative and Clerical Staff

II. PURPOSE

To publish the procedure used for distribution of faculty, administrative and clerical staff payroll checks.

III. POLICY

Lincoln University faculty and administrative staff are paid once a month on the last day of the month. Clerical staff are paid bi-weekly on a Friday.

Employees are paid by one of two methods:

1. Direct deposit into their personal bank account (Direct deposit advice is issued to employee); or
2. Payroll check (for employees hired before March 1, 2005)

For both convenience and security purposes, all employees hired before March 1, 2005 are encouraged to consider the use of direct deposit, whereas all new employees are required to use this method of pay.

IV. PROCEDURES

Payroll checks/direct deposit advices will only be distributed during business hours from the Cashier's window in Vail Hall.

Checks will only be released to the employee whose name appears on the check, upon presentation of proper identification. Secretaries and departmental staff will not be able to pick up and distribute checks to other individuals. **There will be no exceptions in this regard.**

Secretaries and departmental staff may continue to pick up payroll advices for those individuals who utilize direct deposit.

Employees opting to pick up their checks from the Cashier's window on campus must make arrangements to do so at a time that does not interfere with the employee's work schedule.

Any checks/direct deposit advices remaining in the Cashier's possession at the close of the first business day following the actual payday will be mailed to the address on the document.

Employees may choose to have their check/direct deposit advice mailed each pay period. For those choosing this option, payroll documents will be mailed on their designated payday to the address on the document. Checks/direct deposit vouchers will be mailed via the U.S. Postal Service regular mail. See *Payroll Check Distribution Authorization* form attached.

Lincoln University

Payroll Check Distribution Authorization

This is to certify that I, _____,
authorize Lincoln University to mail my paycheck/direct deposit voucher
every pay period.

I understand that my paycheck/direct deposit voucher will be mailed on
the scheduled payday via the US Postal Service regular mail.

I further understand that my paycheck/direct deposit voucher will be
mailed to the address on the document.

My authorization will remain in effect until I give a written notice to
terminate this authorization to Lincoln University in sufficient time and
manner as to allow the University to act upon it.

Printed name of employee: _____

Employee Signature: _____

Date: _____

Please return this form to: Lincoln University
Office of Human Resources
P.O. Box 179
1570 Baltimore Pike
Lincoln University, PA 19352