PAYCHECK AND PAY ADVICE DISTRIBUTION PROCEDURE

I. Purpose and Scope:

The purpose of this procedure is to provide University Departments with guidance on their role in the process of distributing paychecks to employees.

Online pay advices are provided for all employees, and instructions to enable those employees to view their statements online are provided separately on the Payroll Department website.

Paper pay advices will be mailed home to employees paid in one of the following statuses: Terminated, Admin Suspension, Military, Prof. Enhancement (unpaid), STD (unpaid), Unpaid Leave of absence, LTD, Temporary Layoff, Worker’s Comp.

II. Responsibility for implementing procedure:

The responsibility for distributing paychecks is shared by the Payroll Department and the Payroll Administrators within the University departments.

Payroll is responsible for ensuring that relevant deadlines for these processes are made available to administrators, that the bulk distribution of the documents takes place according to schedule, and that department administrators have the information they need to perform the required distribution tasks.

The department administrators have responsibility for ensuring that paychecks received from Payroll are delivered to employees in a prompt and correct manner, and for doing so in a way that safeguards University assets as well as confidential personal information.

III. Procedure:

A. Checks are delivered to University departments on pay day based upon the Check Distribution Center (“CDC”) number of each employee. The CDC is set up on an Appointment Form and can be changed on the Employee Record.

B. Departments must receive the paychecks from Payroll and are responsible for the security of the materials. Paychecks must never be left in unlocked desks or file cabinets.

C. When received, Department representatives must review the paychecks to ensure that each paid employee is in their department and entitled to the check.

D. Payroll administrators must immediately notify the Payroll Representative assigned to the University department if any of the following apply:
1. The paycheck was received for a person who does not work in the department or should not have received any pay.

2. The paycheck cannot be distributed within 30 days, or, for payments to be made after November 30, before the end of the calendar year.

E. When the documents have been reviewed, departments must provide pay checks to each employee on the scheduled payday. Paychecks should be distributed in person or by mail. If an employee is temporarily out of the office (30 days or less) the paycheck may be held in a secure place until their return, or mailed, if requested by the employee. A paper check may not be released to an employee before the actual pay date, except under the following circumstances:

1. Checks may be distributed the night before payday to biweekly employees working the nightshift.

2. December paychecks may be distributed early according to the approved schedule so that employees can receive them before the annual University winter break.

F. Departments must also arrange to provide viewing instructions for their employees who receive electronic pay advices. These are made available on the Payroll Department website.

IV. Documentation:

Sample paycheck

Sample paper pay advice

Instructions for viewing pay statements online, including Frequently Asked Questions, are available on the Payroll website. [http://www.cfo.pitt.edu/payroll](http://www.cfo.pitt.edu/payroll)

For employee’s questions regarding descriptions on their pay advice please review [http://www.cfo.pitt.edu/payroll/paycheck.html](http://www.cfo.pitt.edu/payroll/paycheck.html)