

## **ANTHONY INDEPENDENT SCHOOL DISTRICT**

### **DISTRICT ACCOUNTING BULLETIN #47: CHECK DISTRIBUTION GUIDELINES**

#### **47.1 PAYROLL CHECK DISTRIBUTION FROM THE PAYROLL OFFICE**

1. Payroll checks will be distributed according to the campus or department the employee is assigned to.
2. The campus or department time-keeper will pick up the checks for their respective site at the central office between the hours of 9:00 a.m. through 1:00 p.m. The principal will notify the Director of Finance in cases where the time-keeper is absent. In these cases, the principal or director will send a runner to the payroll section who will sign for the site's paychecks.
3. Payroll checks for substitutes and part-time employees will be available for pick up at the central office on the pay date during the following periods: 7:30 a.m. through 8:30 a.m.; 11:30 a.m. through 12:30 p.m. and 3:30 p.m. through 4:30 p.m. Paychecks, for substitutes and part timers who do not pick up their paychecks on the pay date, will be placed in the U.S. mail on the following work day.
4. Checks will also be mailed for off-duty summer employees.
5. Employees who were absent on the payday can pick up their check from the payroll section. The employee is advised to call before he/she comes to the central office to pick up their check.

#### **47.2 EMPLOYEE RESPONSIBILITY**

1. It is the employee's responsibility to notify the payroll section of any changes in his/her address.
2. It is the employee's responsibility to notify the payroll section of any discrepancies in pay, problems in the distribution of their paycheck, and/or misplaced or lost pay checks.

#### **47.3 STOP PAYMENTS**

1. Full time employees who have not received their paycheck within two days should notify the payroll section.
2. Substitute and part-time employees whose paycheck was mailed and they have not received their paycheck within five days should notify the payroll section immediately.
3. The payroll section will initiate a "stop payment" after receiving written notification from the employee that he/she has not received their paycheck. The payroll section will reissue the check immediately after receiving written notification from the bank that the check has not cleared. The check will be reissued and available for pickup, by the employee, in the payroll section.
4. The employee will be asked to sign an affidavit before the check can be released.

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#### **47.4 CHECK DISTRIBUTION**

1. Payroll checks will be released to employees present on payday. The time-keeper, principal or director will deliver checks, for absent employees, to the payroll section.
2. Payroll checks must be released to the employee.
3. **EXCEPTION:** The check can be released to another individual only in cases where the payroll section and the time-keeper have written authorization from the employee to do so. [This authorization is on a case by case basis.] The written authorization must include the specific pay date and name of the individual picking up the check. Please be advised that the person picking up the check will be asked for identification such as driver's license or military I.D. These procedures are in place to protect you the employee and the District.
4. In special circumstances the Superintendent with advice from the Director of Finance, may release an employee's check after 3:00 p.m. the day prior to the pay date.