

**GENESE0**

THE STATE UNIVERSITY OF NEW YORK

Approved By: Cabinet  
Effective Date: April 26, 2007

Category: Human Resources  
Contact: Human Resources  
(585) 245-5616

## Paycheck Distribution Policy

### I. Policy

SUNY Geneseo is committed to maintaining appropriate internal controls regarding the security and distribution of administrative employee and student employee paychecks. Departments are responsible for ensuring that the employee is entitled to the paycheck prior to distribution. We are required to maintain a list of authorized department representatives who can sign for receipt of paychecks. Human Resources will audit this list each year. Human Resources will distribute all administrative and student employee paychecks that are paid on a New York State payroll. Administrative employees are paid every other Wednesday; student employees are paid every other Thursday.

### II. Procedures

#### A. Distribution of Direct Deposit Paycheck Advices

1. Human Resources will mail paycheck advices to each department in a secure mail bag on payday. Each department will have their own secure mail bag. Yellow secure mail bags are for student employees and blue secure mail bags are for administrative employees. Human Resources will include a distribution card in each secure mail bag which must be signed by the authorized department representative(s) indicating the number of paycheck advices they received.
2. Before signing for the paycheck advices, authorized department representatives must review to ensure that each employee that works in their department is entitled to receive the paycheck advice. Once the distribution card has been signed and put back in the mail bag, departments will return the mail bag through inter-campus mail.
3. Each secure mail bag will have an insert card on the outside. This card will have the department name on one side and "Human Resources" on the other side. To return the mail bag to Human Resources, flip the card to show "Human Resources" and place the zipped, mail bag in the intercampus mail. Failure to return the bag will delay the distribution of the next paycheck advices.
4. Each authorized department representative should adhere to these guidelines:
  - i. Review all paychecks to ensure that each employee works in the respective department of the authorized signer and ensure each individual is entitled to receive the paycheck advice. If the department representative has questions

concerning received paycheck advices, they should call Human Resources at X5616 immediately.

- ii. If the department representative receives a paycheck for an employee not assigned to their respective department or a new employee failed to report to work, call Human Resources at X5616 immediately.
  - iii. Employees should pick up their paycheck advice from the authorized department representative; paycheck advices cannot be released to anyone other than the employee.
  - iv. Paycheck advices must be in a locked location when they are not personally distributed.
  - v. If you are missing a paycheck advice, contact Human Resources at X5616 immediately.
- B. Distribution of Live Paychecks
1. Human Resources will be responsible for distribution of all live paychecks to faculty, staff and student employees. All employees are required to bring photo ID and sign for receipt of a live paycheck. Live paychecks will be available for pick up as follows:
    - i. **Faculty and Staff** – Live paychecks will be available for pickup in Human Resources & Payroll Services, Doty Hall 318 on each Wednesday pay day from 8:00 am to 12:00 pm and from 1:00 pm to 4:30 pm. See faculty and staff payroll calendar for paycheck dates at: [http://www.geneseo.edu/hr/payroll\\_calendars](http://www.geneseo.edu/hr/payroll_calendars)
    - ii. **Students** – Live paychecks will be available for pickup in Human Resources & Payroll Services, Doty Hall 318 on each Thursday pay day from 8:00 am to 12:00 pm and from 1:00 pm to 4:30 pm. See student payroll calendar for paycheck dates at: [https://www.geneseo.edu/hr/payroll\\_calendars](https://www.geneseo.edu/hr/payroll_calendars)
  2. OSC guidelines prohibit the release of any pay check before pay day. Live paychecks for employees who work an evening shift will be available for pick up beginning at 8:00 am each Wednesday morning. If paychecks are not picked up after 30 days from Human Resources, the paycheck will be returned to the Office of the State Comptroller.

#### USEFUL FORMS

- [Change of Address for Faculty and Staff](#)
- [Change of Address for Students](#)
- [Direct Deposit Enrollment Form](#)
- [Direct Deposit Reactivation Request](#)

All forms can be found at: <https://www.geneseo.edu/hr/forms>

#### REFERENCES

[Undeliverable New York State Payroll Checks](#)