

## PAYROLL CHECK DISTRIBUTION

### I. REFERENCES AND RELATED POLICIES

- A. UCSD Policy and Procedure Manual (PPM)
  - 395-6 Internal Control Standards for Department Payrolls
  - 250-7 Employment Procedures
- B. New Payroll Check Disposition Options Notice, September 23, 1983

### II. BACKGROUND

In November, 1983, the San Diego Campus implemented the current method of distributing payroll checks. Currently, employees have two options for the disposition of their earnings. The net amount of earnings can either be deposited through an electronic process called SurePay to a financial institution (bank, savings & loan, credit union, etc.) or appear on a paper payroll check delivered to the employee in his/her department. For those employees who elect SurePay, an earnings statement similar to a payroll check stub is delivered to the employee in the department on pay day.

### III. POLICY

The distribution of employee's net payroll wages from the University of California San Diego will be made at the employee's signed option to one of the following:

- A. A net payroll check with attached earnings statement will be forwarded by campus mail in individual envelopes to the University mail code indicated on the *Payroll Wage Distribution Request* form.
- B. Net payroll earnings will be credited electronically (known as SurePay) to the employee's account at the financial institution of his/her choice. An earnings statement similar to a payroll check stub will be delivered via campus mail to the University mail code indicated

on the *Payroll Wage Distribution Request* form.

- C. The *Payroll Wage Distribution Request*, Form 2048, *Exhibit A*, is the sole determinant for the distribution of payroll checks and payroll wage advice statements. Any change in the method of payment and/or distribution of an employee's wages must be initiated by a new *Payroll Wage Distribution Request* form.

#### IV. PROCEDURE

##### A. Employee

1. New employees are required to complete a *Payroll Wage Distribution Request* form at the time of hire.
2. Employees wishing to change their wage distribution in any way must file a new *Payroll Wage Distribution Request* form with the Accounting Office\emPayroll Division.
  - a. SurePay deposits require an initial verification period consisting of one to two pay periods (depending on the timing of form submission) before payroll earnings begin being electronically deposited. During this period, payroll checks will be produced for the employee and delivered via campus mail to the University mail code indicated on the *Payroll Wage Distribution Request* form. Any change in an employee's financial institution or account number information will cause a repeat of this verification period.
  - b. Employees receiving SurePay deposits who wish to change only the mail code designation for delivery of their earnings statement must complete a

new *Payroll Wage Distribution Request* form with a notation of ``mail code change only."

- c. Employees wishing to discontinue the SurePay deposit method and begin receiving payroll checks in the department must file a new *Payroll Wage Distribution Request* form with the Accounting Office Payroll Division before the deadline established for the payroll schedule that will issue the employee's next check.

**B. Department**

1. Departments have the responsibility of obtaining a *Payroll Wage Distribution Request* form from all new employees. Departments should attach this form to the *Employment Personnel Action Form, F02198*, and submit it through normal channels to the Accounting Office.
2. Departments have the responsibility of notifying transferring employees that their payroll check or wage statement will not transfer to the new department automatically. Transferring employees must file a new *Payroll Wage Distribution Request* form with the Payroll Division to affect this change.

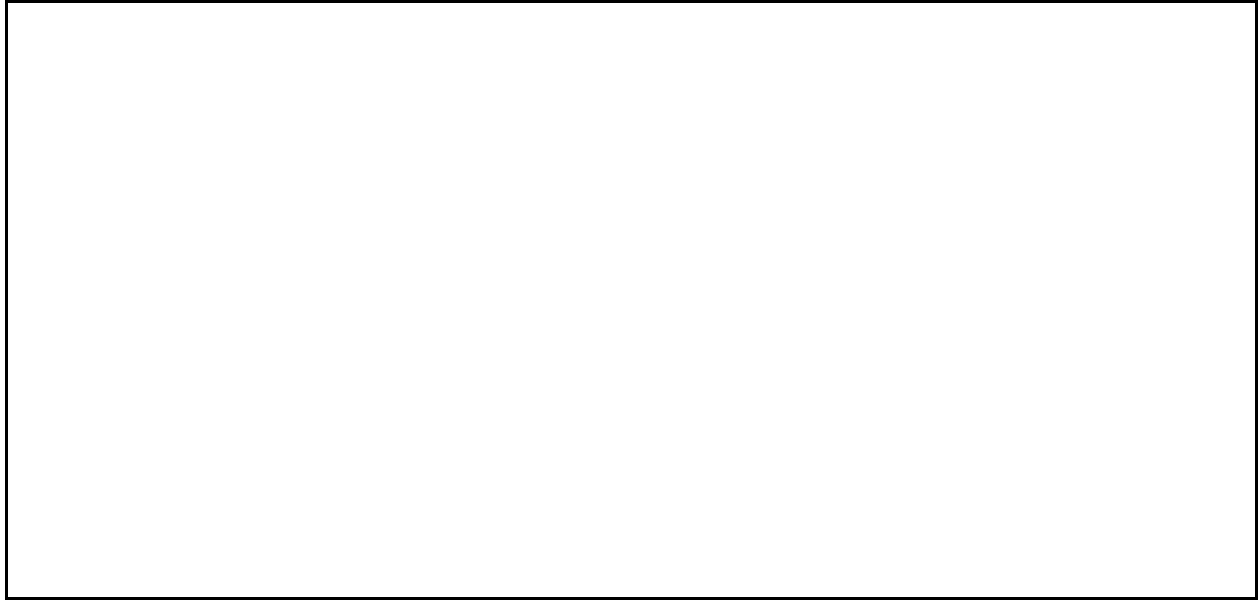
Issuing Office: Accounting

Effective: 8/20/92 Draft #2

Supersedes: 4/8/85

*Exhibit A*

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Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders. The result of the credit less the debit will be the net pay to which the employee is entitled and will be no different from the net amount the employee would have received had the SurePay method not been selected and a payroll check had been printed.