

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-PAY-30
Special/Manual Checks

It is the mission of the Payroll Office of Sam Houston State University to produce, in a timely manner, an accurate payroll that complies with state and federal guidelines. To accomplish this mission, certain deadlines for the receipt of documents necessary in the processing of payroll have been established and are available online at http://www.shsu.edu/~pay_www/ under the link "Important Dates". Documents received after the posted dates will be considered late and will be processed if time becomes available. Otherwise, they will be posted on the following pay period.

It is recognized that the correct paperwork required by the Payroll Office authorizing payment of wages/salary to an employee can be delayed. As such, departments must allow adequate time to secure required signatures and provide proper funding to ensure timely payment. Special/Manual checks will not be issued to accommodate failure by the department or employee to provide required documentation in a timely manner.

In the event of an error on the part of the Payroll Office, an employee will have the option of receiving a correction on the next available payroll date or having a special/manual check issued.

Destroyed and/or mutilated checks issued by the Payroll Office will be replaced upon presentation of any available remnant of the original check. Checks considered "lost in the mail" will require a two week delay from issue date before consideration of reissue. Any cancellation and reissue within thirty (30) days of the original issue date will require a \$25.00 stop payment fee.

Reviewed by: Karyl Horn – Associate Director of Accounting (02/01/09)

Paige Smith – Director of Accounting (02/01/09)

Next Review: 02/01/10