Distribution of Payments

Responsible Officer: Vice President for Business Affairs and Controller
Sponsoring Department: Payroll Services
Revision Date: 05 May 2014
Errors or changes to: aim@uta.edu

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PROCEDURE OBJECTIVE

This procedure provides information on how payroll payments are distributed, how employees may change their home address, what happens with undeliverable checks and what to do if a paycheck is lost or stolen. This procedure provides contact information and useful links relating to these processes.

SCOPE

All UT Arlington employees and their respective employing departments.

RESPONSIBILITIES

Payroll Services

- Encourages all employees to enroll in Direct Deposit
- Distributes paychecks in accordance with the Payroll Calendar
- Attempts to contact a payee for undeliverable checks
- Forwards checks not claimed within 180 days of the check date to Accounting Services for deposit into the Unclaimed Property account
- Waits ten business days from date of issue on the check to issue a stop payment request with Chase Bank if a paycheck is lost or stolen
**UT Arlington Employees**

- Update banking information for direct deposit before payroll processing deadlines
- Keep home address updated to receive important mailings
- Notify Payroll Services immediately upon determination of a lost or stolen payroll check

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**PROCEDURES**

**Section I. Direct Deposit**

**A. Enrollment**

1. Employees may choose to split their net pay into multiple accounts (max of 3). They may choose to designate a specific amount for each account or they may designate a percentage to each account. One account must be designated as the balance account. After the designated amounts or percentages are distributed to each account, the final balance of their net pay will go to the balance account. Only one account can be selected as the balance account.

2. To enroll in Direct Deposit, a *Check Distribution* ([Form 1-2](#)) must be completed, signed and submitted to Payroll Services. For each account requested, a voided check or bank verification document with account number and routing number must be attached to the form for the request to be processed.

**B.** Earnings statements are available online through UT Share Employee Self Service.

**C.** The employee should always verify the deposit with his/her bank on payday.

**Section II. Printed Checks**

**A.** Monthly checks are available for pick up in Payroll Services after 8:00 a.m. on the first workday following the end of the month.

**B.** Semi-Monthly checks are available for pick up in Payroll Services after 8:00 a.m. on the fifth workday following the 15th and the last day of each month.

**C.** Checks will be released only to the person whose name appears on the check. A picture ID is required.

**D.** Independent Contractor checks are mailed to the payee as payments are processed throughout the month. Direct Deposit is also available for independent contractor/vendor payments. Contact the Office of Business Affairs and Controller, (817) 272-2194.

**Section III. Change of Home Address**

It is important that employees keep their home address updated to receive important mailings throughout the year and end of the year tax forms not claimed online. An employee may choose from two options to update their personal information. (Please note that changing your address in MyMav does not update your employee address.)

**A.** Make the change online through UT Share Employee Self Service.

**B.** Complete the *Employee Change of Address* ([Form 1-23](#)). Submit the signed form to the Office of Human Resources or Payroll Services. The form can be found online or in Payroll Services and the Office of Human Resources. **The form must be signed to be processed**
Section IV. Undeliverable Checks

A. Payroll checks are void 180 days after the original check date. Payroll Services will attempt to contact the payee by phone or email.

B. If the payroll check is not claimed within 180 days of the check date, Payroll Services will forward the check to the Office of Accounting Services for deposit into the Unclaimed Property account. If the payee claims the check within three years of the check date, UT Arlington will reissue the voided check to the payee.

C. On June 30, of each year, payments that have been deposited to the Unclaimed Property account, which have check dates of three years or greater, are identified and released to the State of Texas Comptroller on November 1. The payee may then claim the property at the State Comptroller’s Office.

Section V. Lost or Stolen Payroll Checks

A. Notify Payroll Services at (817) 272-5426 immediately upon determination of a lost or stolen payroll check.

B. Payroll Services must wait ten business days from date of issue on the check to issue a stop payment request with Chase Bank. If within the ten business day wait period, an employee recovers the lost or stolen check, they should contact Payroll Services immediately or the payment will be stopped. Once the stop payment request is made, Chase Bank will research the payment.

   1. If the bank determines that the check has not been negotiated and reports the payment has been stopped, a duplicate check will be issued.

   2. If the bank determines that the payroll check has been negotiated, the employee will be contacted to review the signature and/or file an Affidavit of Forgery with Chase Bank. Payroll Services cannot be responsible for lost or stolen checks that have been negotiated.

C. Payroll Services encourages all employees to enroll in Direct Deposit to eliminate the occurrence of lost or stolen checks.

FORMS AND TOOLS/ONLINE PROCESSES

Employee Change of Address (Form 1-23)

Payroll Processing Dates

DEFINITIONS
**Balance Account**: when more than one account is selected for distribution of an employee’s net pay, the balance account will be the account where the final net pay is distributed.

**RATIONALE**

Payments may be distributed either through Direct Deposit or in printed form. This procedure includes information on how to receive payment via Direct Deposit or in printed form. However, the University encourages its employees to enroll in Direct Deposit to diminish the risk of a lost or stolen paycheck. It is important that employees keep their contact information current to receive important mailings throughout the year, including end of the year tax forms not claimed online.

**RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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<thead>
<tr>
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**APPENDICES**

N/A

**CONTACTS**

If you have any questions about Procedure 1-2, Distribution of Payments, Change of Home Address, Undeliverable Checks and Lost or Stolen Payroll Checks, please contact the following departments:

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<thead>
<tr>
<th>Subject</th>
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<td><a href="mailto:payroll@uta.edu">payroll@uta.edu</a></td>
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<td>Website access</td>
<td>Administrative Information</td>
<td>(817) 272-0222</td>
<td><a href="mailto:aim@uta.edu">aim@uta.edu</a></td>
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Office of Payroll Services  
Room 102, Wetsel Service Center  
Box 19130  
Arlington, TX 76019

Office of Payroll Services  
Room 212, Wetsel Service Center  
Box 19176  
Arlington, TX 76019

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</tr>
<tr>
<td>Website access</td>
<td>Administrative Information Management</td>
<td>(817) 272-0222</td>
<td><a href="mailto:aim@uta.edu">aim@uta.edu</a>&lt;br&gt;<a href="http://www.uta.edu/aim">http://www.uta.edu/aim</a></td>
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