

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Department Regulation: 014-160602

Title: Obtaining Pay Checks for Distribution from Payroll

The following regulation provides a direction to allow Facilities Management the ability to obtain pay checks from the University's Payroll Office for the purposes of distributing to those employees at Facilities Management who have not elected to enroll in automatic deposit.

Important Steps to Follow

The Facility Support Services Coordinator is responsible to ensure the Payroll Office has a current List of Employees Requesting Paper Warrants.

The Facility Support Services Coordinator will assign an authorized individual to obtain pay checks for further distribution at Facilities Management. Should the Facility Support Services Coordinator not be present, the Associate Vice President, Facilities Management or designee shall make this determination.

Paychecks are available for pick-up from the Business Services Office at 4:00 p.m. on the "Payday, 4 P.M., Paper Warrants Only" date and at 8:00 a.m. on the "Student, Int. Hrly, Spec. Cons., Overtime Payday, 8 A.M." date listed on the Green & Gold Calendar. Once obtained, paychecks will be held at the Reception Area in Facilities Management for distribution.

Front Desk staff shall confirm an individual's identity prior to distributing their paycheck. Pay checks may not be distributed to anyone other than the individual named on the pay check unless they have provided their manager with a written list of others authorized to do so. Paychecks may not be placed in employee mailboxes.

Paychecks for persons working an evening shift will be provided to their manager or supervisor for distribution.

Undistributed pay checks must be stored in the Facilities Management lockbox each day. Keys to the lockbox are stored in the Keywatcher key control system with access provided to all managers and individuals authorized to obtain pay checks for Facilities Management.

Individuals Authorized to Obtain Pay Checks for Facilities Management

The following individuals are authorized to obtain pay checks for further distribution to managers and employees at Facilities Management:

- Traci Ferdolage, TC Comet, Ed Goodeyon, Krista Chalker, Yvonne Jolley, Allison Moran, Darci Miranda, Pat Comella, Carlos Diaz

REFERENCES

- Current List of Employees Requesting Paper Pay Warrants

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