Policy 2.12
Distribution of Paper Paychecks, Deposit Advices, and On-Demand Checks

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.12 for the current version.

Responsible Official:  Vice President for Finance/Chief Finance Officer
Administering Division/Department:  Payroll
Effective Date:  March 20, 2007
Last Revision:  March 29, 2007

Overview
Policies on paper checks

Applicability
All employees.

Policy Details

2.12.1 Payroll Paycheck Distribution Policy
University policy requires direct deposit of paychecks for all employees. In some instances, new employees or employees in the process of changing banking relationships may need to receive a paper paycheck. Paper paychecks must be picked up at the Payroll office, 1762 Clifton Road on or after the payroll check date. Paper paychecks are not available prior to the payroll check date.

2.12.1.1 Cash Advances
Emory University's policy does not allow for cash advances on salary.

2.12.2 Earnings Statement Distribution Policy
Effective November 1, 2004, all Emory University employees, including new hire and rehire employees, will access their direct deposit advices via the PeopleSoft Self-Service website. Employees that require a paper advice will need to reactivate the paper document on the Self-Service website.

This distribution policy change will also affect all current employees who make any type of change to their direct deposit. Employees submitting new forms and/or changes will also need to access their direct deposit advices via the website.
Effective July 1, 2006 Emory University will institute an annual renewal authorization process for employees who require paper pay advice forms. Employees who require paper forms will need to complete the Paper Pay Advice Renewal Request and forward the request to the Payroll Department or go online via the PeopleSoft Self-Service website to request the paper advice.

### 2.12.3 Pay Dates

Paychecks are available to employees on the following schedule:

- Monthly employees will be paid on the last working day of each month.
- Bi-weekly employees will be paid on every other Friday, six days after the pay period ends.

Exception: If a payday falls on a University scheduled holiday, payday will be the preceding workday, unless otherwise specified.

### 2.12.4 On-Demand Checks

It is the policy and obligation of the University to pay employees on the scheduled pay date for services performed. In order to meet this expectation, it is critical that departments adhere to deadlines set by the Offices of Human Resources and Payroll. These deadlines ensure that all proper internal and system controls are in place so that pay is calculated accurately for University employees. When checks are requested outside scheduled payroll runs (on-demand), considerable manual effort, and therefore added cost, is needed and replaces many of the controls that are built into the payroll process. We realize, however, that situations may occur that require departments to request an on-demand check. We will continue to process these payments, but in an effort to reduce the number of manual payroll checks, we will begin charging departments $100 per on-demand check processed effective January 1, 2006.

#### 2.12.4.1 Other Payment Methods

There are other methods of processing payroll checks out of cycle for which you will not be charged. Extra payments can be added to a regularly scheduled payroll run for both biweekly and monthly employees at no charge. There are payroll processing days approximately every 15 days for both monthly and bi-weekly pay periods. For monthly employees, Payroll processes a mid-month run as well as at the end of the month, and bi-weekly runs occur every two weeks. Only checks requested outside of these scheduled payroll processing dates will be subject to the $100 charge. Please see the Finance Division website for Payroll run dates.

**Some appropriate scenarios for requesting an on-demand check:**

I. Employees who were not paid or are missing a portion of their pay due to late paperwork or timekeeping error, which causes them to be in financial difficulty.

II. Terminations where the relationship between Emory and the employee are best served by settling all issues prior to the next scheduled payroll pay date.

III. Checks lost in the mail (these checks must be lost for 3 business days after the pay date and Emory must confirm the stop payment request with our bank).

IV. ACH (Automated Clearing House) rejections due to closed accounts or invalid banking information.

**Guidelines for requesting an on-demand check:**

- On-demand checks will not be processed on the day of scheduled payroll processing. On-demand checks are only processed on Mondays, Wednesdays, and Fridays.

- On-demand check requests must be received at the Payroll Office by 10:00 am to be processed on the same day. Checks will generally be ready by 4:00 pm.

- ACH (direct deposit) is not available for on-demand check processing.

If you are unsure whether a payment meets the criteria to justify an on-demand check, please contact Human Resources or Payroll for clarification.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/2.12](http://policies.emory.edu/2.12)

**Contact Information**
Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.