EMRTC Payroll Procedure for Storing and Distributing
PAYROLL CHECKS

General Information

1. The following procedures are in no way meant to circumvent or deviate from NMIMT University Policy, but rather to supplement it.
2. This procedure is specific to EMRTC payroll checks, for information on travel or reimbursement checks controlled by Post-Award Accounting see EMRTC Procedure No. 0002.
3. EMRTC processes payroll as a department and also distributes paychecks to employees on pay days.
4. If NMT employees have direct deposit their direct deposit advice is posted on BanWeb and is not the responsibility of the EMRTC Payroll Office.

Process for Distributing Checks

1. The EMRTC Payroll Specialist or Business Operations Supervisor will distribute checks to the appropriate employees.
2. When an employee picks up their check they must sign next to their name on the distribution log provided by the NMT Cashier’s Office.
3. Only the employee may pick up their paycheck unless they have an authorization (template attached) on file with the EMRTC Payroll Office.
4. Checks will be available for pick-up on paydays from 8:30am to 5pm; and on the Mondays following paydays from 8:30am to 9:30am.

Process for Storing Checks

1. When not distributing checks the payroll checks will be kept in a lockbox.
2. The lockbox, as well as the keys, will remain in the custody of the Payroll Specialist or the Business Operations Supervisor.
3. If both positions are not on-site at EMRTC a designate will be identified by the Senior Grants and Contracts Manager.
4. Unclaimed checks will be returned to the NMT Cashier’s Office on the morning campus run the Monday following the Payday.

APPROVAL:

Mona Torres 7 May 2015
Associate Director for Administration and Finance

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EMRTC Paycheck/stub Release Form

To: EMRTC Payroll

From: ____________________________

Type or Print Employee Name

I give my consent for the release of my paycheck/stub to

______________________________, starting ____________ and ending ____________

Type or Print Name of Authorized Individual Type or Print Start Date

Type or Print End Date

______________________________

Employee Signature

______________________________

Date