

## ***Office of Internal Controls***

### Distribution Procedure

- The Parking Office (HAB 35) will distribute all employee paychecks and or direct deposit stubs (advices).
- Paychecks/advices for night employees are available the day prior to payday after 3PM. Office of the State Comptroller guidelines, prohibit the release of any checks/advices before the date of the check.
- Department representatives... you are responsible for the checks until given to the employee... Before signing for the checks at Parking, you should review to ensure that each employee works in your department (keep in mind that if an employee changes departments, it may take a couple of weeks before the change takes affect) and is entitled to receive the check/advice (i.e. hasn't been terminated). If there are any questions, contact Payroll at 257-3145, immediately.
- If a check is received for an employee not assigned to your department, please call Payroll at 257-3145, immediately. Or an Adjunct whose contract has been canceled for the semester receives a paycheck/advice it is imperative that Payroll or Human Resources be contacted immediately.
- Paycheck/advices must be... secured in a locked desk or file... when they are not being... personally distributed...
- Employees must be given reasonable access to pick up their checks/advices. Deviations from usual distribution procedures within a department should be communicated as early as possible to employees. If department secretary or the person who normally picks up paychecks/advices is out, the designated employee listed as the back-up should pick up the department's paychecks/advices up in a timely manner. There should be no delay in paychecks/advices being picked up.
- Employees who are not regularly available to pick up their paycheck or direct deposit advices from the departmental secretary (e.g. adjunct faculty teaching evening courses), may request to have their paycheck/advices placed in their mailbox (if lockable).
- Employees may request that you mail their check/advices to their home. If you do, keep a record of employee and date sent. The check must be placed in an envelope with the campus return address ... *mailroom will not mail them unless this is followed!*
- If an employee loses their paycheck/advices or if you are missing a paycheck/advices, call Payroll at 257-3145, immediately. Do not delay! You will be given instructions.
- If paycheck/advices are not able to be distributed to the employee after 2 pay periods (one month). Paychecks/advices must be returned to the Parking Office. Advices will then be shredded by the Parking Office and paychecks returned to the Office of the State Comptroller (OSC).

- Any changes to the Departmental representative(s) need to be requested by department chair or director; requests will not be accepted at the Parking Office. A signed letter should be mailed to Rosemarie LaTourette, HAB 304A, Accounting Services.

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