

SOM – Department of Obstetrics and Gynecology	TITLE: Distribution and Control of Payroll Checks/ Advices	Policy: FI009
Department Guideline	Date: October 3, 2005	Rev. 1
Approvals:		
Chairman/Date	Dept. Manager/Date	

A new procedure for check disbursement has been developed. The checks will no longer be put into the mail slots, but will be held by the designee(s) appointed. As the payroll checks arrive in the Administrative office, bi-weekly and monthly staff will need to sign for their own checks, monthly faculty personnel can be signed for by the Administrative personnel picking up the mail within that section.

A check-off list for each type of payroll has been created and is kept in a notebook in the front office. The designated person for pick up of the checks is to sign and date the list for that date.

NOTE: Please be sure that you can account for a check for each faculty member under each section. If one is missing, a call to the payroll office will have to be made.