

FINANCE PROCEDURE MANUAL	TITLE: Authorization of manual Finance Checks	
	NUMBER: FIN-CON-007	VERSION: 02
	ISSUED DATE: 10/11/2011	REVISION DATE: 5/3/2016

➤ **Purpose:**

To document Palm Beach State’s procedure for the authorization of manual Finance checks after payroll for a pay period that has already been paid.

➤ **Definitions:**

Payroll Adjustment: An adjustment to the Time and Attendance (Time/Att) entry to report a difference between the Time/Att reported and the actual Time/Att for that pay period.

➤ **Responsibility:**

Supervisor: Responsible for submitting request to the Vice President of Administration and Business Services, completing payroll adjustment, and approving payroll adjustment.

Payroll Office: Inputs personnel payment information into the system.

Vice President of Administration and Business Services: Obtains assistance from the Controller and/or Executive Director of Human Resources to provide background information.

Controller: Assists the Vice President of Administration and Business Services by providing background information.

Executive Director of Human Resources: Assists the Vice President of Administration and Business Services by providing background information.

Treasury Accountant: Processes manual Finance check and notifies employee that check is ready.

Controller’s Office: Adds manual check to the list of authorized checks with the bank.

Cashier's Office: Upon receipt of proper ID, has employee sign for check, and distributes it to employee.

➤ **Procedure Details:**

1. Upon notification that a(n) employee(s) did not receive a paycheck, Supervisor makes a request in writing via hard copy or email to the Vice President of Administration and Business Services with the following information:
 - a. An explanation why the employee did not receive the scheduled payment,
 - b. The number of hours or salaried pay period that needs to be paid, and
 - c. The reason for the delay in processing.
2. Vice President of Administration and Business Services seeks assistance of Controller and/or Executive Director of Human Resources if background information is needed. Once approved, Supervisor is notified to continue.
3. Supervisor or designee submits [Payroll Report Adjustment](#) online and approves it in the [EmployeeWeb](#).
4. Payroll Office, Accounts Payable Office, and Treasury Accountant work together with I.T. to create manual Finance check.
5. Treasury Accountant notifies Controller's Office to add manual Finance check to the bank's website.
6. Controller's Office notifies Treasury Accountant once check is added to the bank's website.
7. Treasury Accountant delivers check to Cashier's Office.
8. Treasury Accountant notifies employee that check is ready for pickup at Cashier's Office.
9. Cashier's Office distributes check to employee once employee produces ID and signs for check (or mailed in lieu of in-person pick up if not on direct deposit, at employees request)

➤ **References:**

Payroll Report Adjustment: <http://intra2.pbcc.edu/payroll/entercode.asp>

EmployeeWeb: <http://www.palmbeachstate.edu/employeeweb/>