

FINANCE PROCEDURE MANUAL	TITLE: Returned Paycheck	
	NUMBER: FIN-PAY-011	VERSION: 01
	ISSUED DATE: 7/6/2010	REVISION DATE: 4/25/2014

➤ **Purpose:**

Handling of payroll checks that are returned due to incorrect address.

➤ **Definitions:**

Direct Deposit: Automatic transfer of salaries, wages, rents, benefits, or other such sums, directly to the account of an employee.

Paycheck: A check drawn on College funds for those electing not to participate in Direct Deposit programs offered by the College.

➤ **Responsibility:**

Human Resources: Contacts employee to obtain correct address. Encourages participation in the College’s primary payment method of direct deposit.

Payroll: Receives returned check and notifies Human Resources.

➤ **Procedure Details:**

1. Payroll receives check returned from post office and sends returned check to Human Resources.
2. Human Resources notifies employee of returned check and obtains correct address. If employee prefers, they can come in and pick up check. The employee is encouraged to sign up for direct deposit.

➤ **References:**

College Board Policy: 6Hx-18-5.301

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.301.pdf>