



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 7 – Payroll 1.0	EFFECTIVE DATE: 01/10/2013
TITLE: Distribution of Payroll Checks	REVISION DATE: 01/15/2014
AUTHORIZED BY: Director, Bureau of Fiscal Services	

BACKGROUND

It is strongly recommended that employees choose to receive their paychecks via electronic deposit. Employees new to the Department will be paid by check for the first two payments to complete the pre-note process required by financial institutions for electronic deposit. Following the pre-note process, all future payments will be electronically deposited into employees' accounts. Paper remittances will not be printed for electronically deposited payments but will be available online via [PTAWeb](#).

PROCEDURES

1. Payroll checks electronically deposited will be posted to the employee's account on the pay date. Remittance advices for these payroll checks are available on the [PTAWeb](#) system, which can be accessed from a personal computer either at work or at home.
2. All paper payroll checks generated will be mailed directly from the Department of Administration (DOA) Print Facility to the address provided by the employee. This will be the case for regular payroll checks as well as supplementary payroll checks.
3. If an employee is receiving a check and checks are not received in the normal time frame, the Bureau of Fiscal Services (BFS) can assist in locating a missing check and reissue the missing check, if necessary. Missing or damaged checks can be reissued using the Stop Payment/Duplicate Check (F-89022) process documented in the Cashiers Office Procedures.

FORMS

Stop Payment/Duplicate Check Request, [F-89022](#)

CONTACTS

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