Finance & Operations Policy FO-PAY-30
Special/Manual Checks

1. Purpose

It is the mission of the Payroll Office of Sam Houston State University to produce, an accurate and timely payroll that complies with state and federal guidelines. To accomplish this mission, deadlines for the receipt of documents is necessary. These deadlines have been established and are available online at https://www.shsu.edu/dept/payroll under the "Dates" page. Documents received after the posted dates will be considered late and will be processed on the following pay period.

It is understandable that paperwork required by the Payroll Office authorizing payment of wages/salary to an employee can sometimes be delayed. As such, departments must allow adequate time to secure required signatures and ensure funding to provide timely payment. Exceptions to provide special/manual checks, due to department or employee failure to meet the required deadlines, will not be accommodated.

2. Procedure

In the event of an error on the part of the Payroll Office, an employee will have the option to receive a correction on the next available payroll or have a special/manual check or ACH issued.

Department supervisors may request an exception to policy through their respective Vice President. Procedures for requesting an exception will be provided by the Payroll Office upon request.

Destroyed and/or mutilated checks issued by the Payroll Office are replaced upon presentation of any available remnant of the original check. Checks considered "lost in the mail" require a two-week delay from issue date before reissue. Any cancellation and reissue within thirty (30) days of the original issue date may require a stop payment fee deducted from the reissued check.

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