

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Mailing Payroll Checks	<u>Number</u> 522
Related Policy:	Depository Transactions – 6Hx20-5.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the process of requesting the mailing of new hire's payroll checks.

**II. Procedure**

- A. Payroll checks can be mailed to newly hired employees when their scheduled working hours do not coincide with the normal office hours of the Cashier's Office. This service is generally not allowed due to direct deposit requirements.
- B. Eligible new hires may send a fax, email or letter to the Cashier's Office requesting this service. The request shall specify the mailing address, reason, employee ID number, and the departmental cost center. The Cashier's Office will verify the new hire's identification when the requests are received.

Responsible Official:	Director, Payroll
President's Signature:	Date: 02/21/2017
	