

ELIZABETH CITY STATE UNIVERSITY
Distribution of Payroll Policy

Preamble

It is the policy of Elizabeth City State University (ECSU) that the Division of Business and Finance shall develop and follow sound internal control methods when distributing paychecks and direct deposit notices. To the extent that any provision of this university policy conflicts with the Office of the State Controller (OSC) policy adopted on July 1, 2005, the OSC version shall control.

1. Authoritative References

General Statute 143B-426.39: Powers and Duties of the State Controller

2. Policy Statement

The Business and Finance Division shall send all employee direct deposit notices electronically by way of email. Each email will be password protected. Sound internal controls shall be observed when distributing payroll documents. Under no circumstances shall employee payroll documents be distributed by the internal payroll staff. All payroll direct deposit notices and other payroll documents such as W-2 Forms shall be distributed on the scheduled payroll date. If not mailed in a sealed envelope, payroll documents shall be retrieved directly by the employee and not left at the employee duty stations. Divisions, schools, departments and work units at ECSU may establish responsible parties or contact persons designated to pick up payroll documents on the established scheduled payroll date and deliver to the employees of the respective division, school, department or work unit. The responsible party(ies) or contact person(s) must be approved by the senior administrative officer of the division or work unit. All payroll documents that are not delivered to the employee on the scheduled payroll date shall be returned to the Division of Business and Finance not later than the end of business on the scheduled payroll date for distribution.

3. Covered Employees

This policy shall cover all employees who are paid on the ECSU payroll.

4. Exceptions

There are no exceptions to this policy.

5. Effective Date

This policy shall become effective upon approval by the ECSU Board of Trustees.