

**PAYROLL CHECK DISTRIBUTION POLICY**  
**Adopted 9/9/03**

**1. PURPOSE**

The purpose of this policy is to establish payroll check distribution procedures. This policy applies to all parties who receive a payroll check from the Payroll Department of the Controller's Office. The Controller/Administrator shall be responsible for implementation of this policy.

**2. POLICY**

2.1 Payroll will be distributed at 3:00 P.M. on Thursday of each pay period unless complications or other extenuating circumstances arise in the production of payroll in which case every effort will be made to provide the payroll as soon as possible. If all payroll processes have been completed before 3:00 P.M. on Thursday, then paychecks may be distributed at an earlier time on Thursday, but in no situations will paychecks be distributed prior to Thursday morning of the pay period. If a holiday falls on a Thursday of a pay week, then payroll will be distributed on Wednesday. If both Wednesday and Thursday are holidays, then payroll will be distributed on Friday.

It should be noted that if direct payroll deposit is used by an employee, Team One Credit Union has explained that funds are not available for withdrawal until after 12:30 P.M. on the day that payroll is deposited.