



## RUTGERS POLICY

**Section:** 40.2.6

**Section Title:** Fiscal Management

**Policy Name:** Payroll Processing

**Formerly Book:** 6.1.5

**Approval Authority:** Senior Vice President for Finance and Treasurer

**Responsible Executive:** Senior Vice President for Finance and Treasurer

**Responsible Office:** Office of Finance and Treasurer

**Originally Issued:** 9/1978

**Revisions:** 7/1/2013, 10/10/2013 (Updated titles and standard template)

**Errors or changes?** Contact: Office of Payroll Services, 848-445-3935

1. **Policy Statement**  
All compensation paid to University employees for services rendered to the University must be processed through the University's Payroll System.
2. **Reason for Policy**  
To ensure appropriate control of the payroll processing operations.
3. **Who Should Read This Policy**  
University administrators including, but not limited to:
  - Chancellors and vice presidents
  - Deans, directors, chairs and department heads
  - Administrators, managers and supervisors
4. **Related Documents**  
None
5. **Contacts**  
Office of Payroll Services, 848-445-3935
6. **The Policy**

### 40.2.6 PAYROLL PROCESSING

- A. All compensation paid to University employees for services rendered to the University must be processed through the University's Payroll System.
- B. Payroll Checks will be released on the regularly scheduled payday. The regularly scheduled payday in most cases will be a Friday; however, when Friday is designated as a University holiday, Payroll Checks will be released on Thursday or the day before the Holiday break.

- C. Unclaimed Payroll Checks: When a department is unable to deliver a payroll check to an employee, the check should be forwarded to the Payroll Office. Checks not distributed should be kept in a secure place (locked desk or file cabinet) until forwarded.

The reason (if known) why the payroll check is unclaimed should be written on the face of the check envelope or in an attached memorandum before forwarding. If forwarded by campus mail, unclaimed checks should be enclosed in a confidential envelope.