PAYROLL CHECK DISTRIBUTION

Purpose: To establish an organized formal process for the pickup and distribution of payroll checks.

Policy: Payroll checks are to be picked up Administrative staff designated by the Director of Plant Services. Pick up will occur on Friday of each week. The checks will be distributed from B-0312 MCN to the Manager of each shop (or their designated representative) by 8:00 a.m. Exception will be made for shift personnel only. Shift personnel may individually pick their checks up from the office at B-0312 MCN. Any checks which cannot be distributed due to the absence of staff are to be returned to B-0312 by the end of the working day. Checks are to be secured in the Administrative Assistant’s office until staff return.

Responsibility: It is the responsibility of the Director of Plant Services to designate and communicate approved Administrative staff for pick up and distribution of payroll checks.

It is the responsibility of designated Administrative staff to formally sign for receipt of checks and to insure distribution signatures are obtained.

It is the responsibility of the Managers (or their designated representative) to pick up checks promptly by 8:00 a.m. each Friday at B-0312 MCN and to distribute checks on a timely basis. It is the responsibility of the Manager (or designated representative) to sign for checks, require signature of staff on receipt registry and to return receipt registries to B-0312. It is the responsibility of the designated Administrative staff that picks up the checks to insure all receipt registries have been completed and returned.

References: None