



## Ohio Administrative Code

### Rule 3342-7-02.301 Operational procedures regarding receipt of paychecks prior to payroll date.

Effective: March 1, 2015

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(A) Purpose. The university recognizes an obligation to see that all employees receive their payroll checks on their respective payroll dates.

(B) Procedures.

(1) Advance payroll check request. The university will also accommodate those individuals desiring paychecks prior to the payroll date if they are planning upon traveling out of the area because of university business or vacations, and if they will be away from the university on the payroll date. In this event, the employee can request, with his or her supervisor's approval, the payroll department to write an early check to be ready on the date specified. This will require the employee giving the payroll department three weeks' advance notice. Nonacademic employees will submit such requests through the personnel department and academic employees will submit requests through the office of the provost. All checks will be picked up by the employee in the treasurer's office.

(2) Release of check with approval. There is also the possibility that circumstances could require an employee to be away from the university on the payroll date without knowing about it in advance. Given the large number of university faculty and staff employees, such accommodations can only be on an exception basis. To the extent the payroll checks have been printed by management information systems and have been processed by the treasurer's office, they will be made available to the employee prior to the payroll date. The mechanics of writing and processing payroll checks precludes the setting of a definite time when checks would be available, although ordinarily this would be the day prior to the payroll date. The same approval procedures must be followed as when requesting the writing of an early check. No checks will be released without such approval, nor to an individual other than the employee.