1. PAYCHECKS:

Engineering and Facilities Employees – Paychecks are available through the engineering and Facilities main office (1st floor Parking Garage). They are made available to your Foreman/Supervisor around 9:50 a.m. on payday.

Employees, who are on annual leave or sick leave, may pick up their paycheck at the Engineering and Facilities main office between 11:30 a.m. and 4:00 p.m. Employees unable to pick up their own pay check, may want someone else to pick it up for them. The employee must give that individual written permission to receive their own check. The employee’s picture ID Badge and the permission note are to be presented to the main office person before the check can be delivered to and signed for by the receiving individual.

University Housekeeping Employee – Paychecks are available through the Engineering and Facilities main office as above with the following procedures. Supervisors will have paychecks in the respective offices until 12:00 p.m. (noon) for employees to pick up. Employees on annual leave may pick up their checks for the storeroom; or, may send a representative with proper authorization to pick up their paycheck.

This Policy expires as of 1-1-2006.