



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Hand-Drawn Payroll Warrants Policy

Application: All University of Colorado departments

Effective Date: July 1, 2000

INTRODUCTION

On occasion, circumstances may arise which require the issuance of a payroll warrant outside the normal payroll cycle. Such warrants are typically referred to as "hand drawn warrants." Circumstances that justify the issuance of hand drawn warrants may occur as the result of errors or may be due to the timing of an employee's initial date of hire.

This policy does not refer to the handling of additional pay or one-time payments. Policies and procedures governing those transactions are located on the Employee Services website (www.cu.edu/es/).

Employee Services is responsible for management of payroll processes. The procedures below provide guidance for departments regarding the use and distribution of payroll-related, hand-drawn warrants.

PROCEDURES:

1. Requests for hand-drawn warrants should be minimized through departmental compliance as follows:
 - a) Departmental "Initiators and Verifiers" will comply with Employee Services-established deadlines for payroll processing. The Employee Services processing calendar is available at www.cu.edu/es/.
 - b) Departmental "Initiators and Verifiers" will participate in PeopleSoft, Employee Services and Department of Human Resources training, and review all Employee Services communications to ensure accuracy and timeliness of payroll processing.
 - c) Departmental personnel liaisons/departmental administrators will ensure that all new employees are immediately advised of the proper procedures for completing required employment and payroll documentation (e.g., I-9 verification, bank designation form, W-4 form, Social Security card, etc.)
 - d) Personnel liaisons/departmental administrators will ensure timely updates to employees' home addresses in PeopleSoft as needed. Payroll information is mailed to the employee using the home address provided in the HR PeopleSoft database.
2. If waiting until the next regular payroll cycle would cause undue hardship on the employee, issuance of a hand drawn warrant may be appropriate. When evaluating circumstances related to such requests, the personnel liaisons/departmental administrators and supervisors shall first consider whether the amount requested is significant relative to the employee's regular payroll and financial situation. If the amount is considered significant and one or more of the conditions listed below exist, a hand drawn warrant may be requested. All requests, except as indicated below, must be approved by the appropriate dean or director.
 - a) A departmental payroll processing error has occurred.

b) An Employee Services payroll processing error has occurred. Note: No dean or director approval is required in this circumstance.

c) Involuntary employee termination occurs in accordance with Colorado Fiscal Rule 9-3.

NOTE: Employees who resign or terminate their employment at a pre-determined date will receive their pay at the next regularly scheduled pay date.

d) The Employee Services warrant for regular payroll cycle has been mailed to the employee's home address but is not received in a timely manner. NOTE: If the warrant has not been cashed, Employee Services must cancel the original warrant before re-issuing a hand drawn warrant. This process typically takes two to five working days. All employees are encouraged to have their payroll deposited directly into an account held with a financial institution.

3. Bonuses and awards payments must be authorized by a chancellor or vice chancellor, or their designee. See the Additional Pay policy on the Employee Services website (www.cu.edu/es).

4. If circumstances justify payment outside the normal payroll cycle, then a request for a hand drawn warrant should be submitted to Employee Services. The standard Employee Services Hand-Drawn Warrant Request Form (www.cu.edu/es/) is to be used. **This form must be approved by the dean or director or their designee before processing requests that are not the result of an Employee Services payroll processing error.** Campus student employment offices will be responsible for approving and processing any requests for handdrawn warrants for off-campus Work-Study agencies.

5. Two options exist for distribution of hand drawn warrants:

a) The warrant can be printed by Employee Services and sent via U.S. mail to the employee's home address. This option is recommended when it does not create an undue burden on the employee.

b) The warrant can be printed and picked up by the employee at his/her home campus as follows:

- CU-Boulder/System: Bursar's Office
- CU Colorado Springs: Human Resources*
- CU Denver: Bursar's Office
- CU Anschutz: Human Resources

The employee must present a picture ID when picking up his/her warrant. Warrants printed on the campus generally will be available for pick up the same day that Employee Services processes the requests. This option is recommended in cases where distribution via U.S. mail would place an additional burden on the employee or for cases of involuntary termination.

For cases of involuntary termination, a representative from the Department of Human Resources is authorized to pick up the warrant and deliver it to the responsible department as needed.

On the Colorado Springs campus, the following steps will be used to distribute a hand-drawn warrant.

- The Bursar's Office will notify personnel when the warrant is received from Employee Services.
- The Bursar's Office will record the warrant number and sign a log showing the date and time the warrant was received. A personnel office representative will sign the log when they pick up the warrant.
- The personnel office will log the warrant number and date and time that it was received in the office.
- The employee will be notified by personnel that the warrant is available. The employee will pick up the warrant after signing and dating the log, indicating that they have received the document.

6. When the distribution option described in 5.b above is chosen, communications regarding the hand drawn warrant shall be handled between the requesting employee or department and Employee Services by calling 303-860-4200 or by email at employeeservices@cu.edu. Employee Services should be contacted directly to resolve hand-drawn warrant problems. Information regarding the status or accuracy of a hand-drawn warrant will not be available at the point of distribution.

7. The volume of hand drawn warrants will be monitored closely by the Department of Human Resources at each campus (in cooperation with Employee Services and the Bursar's offices). In situations where the volume of hand-drawn authorizations becomes prohibitive to the accurate generation of payments, priority will be given to those who did not receive any pay on the regularly scheduled pay date.
8. Exceptions to these guidelines must be approved by a vice chancellor, or chancellor or his/her designee.