

Paper Check Handling Guide

The OU [Pay Policy](#) outlines the policy for employees to complete direct deposit enrollments for payroll checks. If an employee does not designate a financial institution for deposit, a paper check will be printed, and the employee is expected to pick up the check from the designated locations.

After reviewing, Payroll Coordinators should contact any employees scheduled to receive a paper check and remind them that direct deposit is strongly encouraged and provide information for check pickup locations. You can provide the employee with the [Direct Deposit Instructions](#) or have them contact the HR Records Management team for assistance.

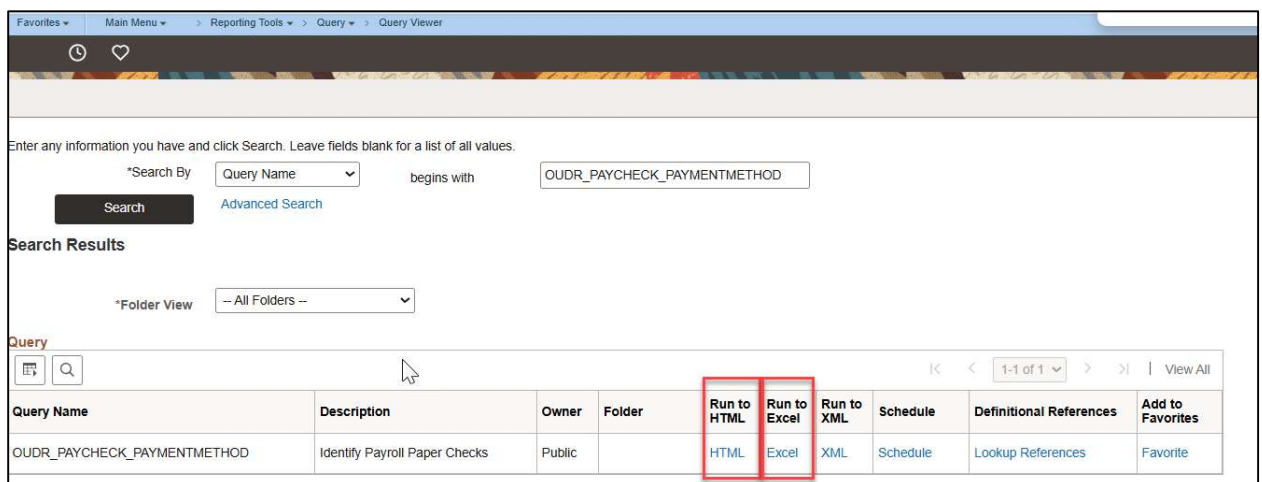
The following information outlines the expectations for notifying the employee they will receive a paper check and expectations for obtaining that check.

Initial Notification to Employee

After payroll is confirmed, Payroll Coordinators should run a query to verify the payment method for employees. The Paycheck Payment Method query provides details of employees being issued a paper check.

To Run the Query:

- Log in to PeopleSoft HCM
- Navigate to Query Viewer: Main Menu > Reporting Tools > Query > Query Viewer
- Type the query name: OUDR_PAYCHECK_PAYMENTMETHOD
- Click on either HTML or Excel to run the query.



The screenshot shows the PeopleSoft Query Viewer interface. At the top, there are navigation tabs: Favorites, Main Menu, Reporting Tools, Query, and Query Viewer. Below the navigation, there is a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria are set to "Query Name" and "begins with" with the value "OUDR_PAYCHECK_PAYMENTMETHOD". A "Search" button is visible. Below the search bar, there is a "Search Results" section with a "Folder View" dropdown set to "-- All Folders --". The main content area displays a table of query results. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The first row shows the query name "OUDR_PAYCHECK_PAYMENTMETHOD", description "Identify Payroll Paper Checks", and owner "Public". The "Run to HTML" and "Run to Excel" buttons are highlighted with red boxes.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OUDR_PAYCHECK_PAYMENTMETHOD	Identify Payroll Paper Checks	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Enter the Pay Period End Date that was just confirmed (email is sent from Payroll)
- Enter the company that you are running the query for.

[Type here]

- Click View Results

OU DR_PAYCHECK_PAYMENTMETHOD - Identify Payroll Paper Checks

*Pay Period End Date ← Last date of pay period that was just confirmed

*Company ← Campus employee is paid from, either HSC or NRM

NOTE: Tulsa employees are paid from either Norman or Health Campus

- The results of the query are the employees you have access to view who will be receiving a paper paycheck on pay day.
- Use the Pay Day Calendar for your relevant campus and locate the check date.
- Email the employees who will have paper checks with the following information:
 - Pick up Location/Times:
 - Health Campus
 - OKC Metro Area work location –
 - Location: Accounts Payable check window at 865 Research Pkwy, Room 580
 - Pickup availability: Mondays *and* Fridays from 8 a.m.-5:00 p.m.
 - Requirements: Must bring a valid photo ID for pickup
 - Tulsa Metro Area work location –
 - Location: Human Resources office
 - Pickup availability: Monday-Friday from 8 a.m.-5:00 p.m.
 - Requirements: Must bring a valid photo ID for pickup
 - Out of State employees –
 - Check will be mailed to home address on file
 - Norman Campus
 - Norman Metro Area work location –
 - Location: Payroll Services at 905 Asp Ave. Room 244
 - Pickup availability: Mondays - Fridays from 8:30 a.m.-4:30 p.m.
 - Requirements: Must bring a valid photo ID for pickup
 - All Non-Norman Metro Area work locations –
 - Check will be mailed to home address on file

Follow up Notification to Employee

Payroll Services will send follow-up emails to the employees each week to ensure the checks are picked up. If payroll needs assistance with checks that have not been picked up, they will copy the payroll coordinator in an email to the employee. Please follow up with the employee to ensure they schedule time to obtain their check.