***FAST FACTS from Internal Control*** ***March 2011***

In an ongoing effort to increase awareness, safeguard assets, assure the accuracy of accounting data, promote operational efficiency, and encourage adherence to managerial policies and directives, SUNY Fredonia Internal Control will issue informational monthly *FAST FACTS* to all faculty and staff*.*

**Paycheck Distribution Procedures**

* Employees’ checks are distributed to them based on their department name and building.
* Employees who wish to have their paychecks distributed to a department other than that to which they are assigned may request so, in writing, to the Office of Payroll Services.
* Employees may only pick up their own checks from their department or designated pick-up point. Photo identification may be required.
* Employees who wish to have their checks or advices mailed home must make arrangements with their department.
* Payroll checks and/or advices that are mailed home to employees **must be placed in a Fredonia envelope with a return address of Internal Control, (account code) 860770.00, 502 A.O.C.**
* Checks/Advices that are deemed undeliverable must be returned to Internal Control after thirty days.
* Employees can request a stop payment and a replacement/reissue check by contacting the Office of Payroll Services.
* Direct Deposits that are rejected due to inactive accounts or incorrect account information are reported to the State Accounting Office. Internal Control will distribute the reissued check.
* For complete procedure details visit: <http://www.fredonia.edu/admin/payroll/check.asp>

**\*\*The State Accounting Office, the Student Accounts Office, and the Office of Payroll Services are not responsible for checks that are misplaced or destroyed once they have been distributed to departments or mailed.\*\***

If you have any questions, comments or suggestions regarding Internal Control *FAST FACTS* or any other Internal Control related issues, please contact Amy Beers, Director of Internal Control, at 673-4925 or [Amy.Beers@fredonia.edu](mailto:Amy.Beers@fredonia.edu) . Internal Control Committee members include Amy Beers, Kevin Kearns, Karen Klose, Judy Langworthy, Rebecca Nalepa, Karen Porpiglia, Matthew Snyder, Denise Szalkowski, Daniel Tramuta and Karen West.