Payroll Distribution for Check Date 12/21/12

The distribution of paychecks to employees, for pay period ending December 23, 2012, is scheduled for Friday, December 21, 2012. If paychecks are not picked up by 12:00 pm on Friday, December 21, 2012, they must be mailed by the department to the employee's home address.

The following tips will assist you in ensuring that each employee receives their paycheck prior to the University Closure. Your support is appreciated.

Paycheck Distribution Procedures for Pay Date December 21, 2012

- Departments must assign a representative to be responsible and available for the distribution of employee paychecks on December 21, 2012. It is the department's responsibility to ensure that every effort is made to distribute paychecks to employees.
- Employees must be given reasonable access to pick up their paychecks. Deviations from usual distribution procedures within a department should be communicated as early as possible to employees. If checks are to be distributed from a different or pre-arranged location, please ensure that all employees are notified of the change.
- If an employee will not be available to pick up their paycheck from their department by 12:00 pm on December 21, 2012, they must make arrangements with their department to have the paycheck mailed to them. If departments mail paychecks to employees, they should make labels for the pay checks with the employee's home address or have the employee supply a self-addressed envelope to mail the check in.

The return address must be:

University of Arizona
Financial Services Office
PO Box 3310
Tucson, AZ 85722-3310

** DO NOT keep undistributed checks in your office beyond the 12:00 pm deadline for any reason. If paychecks are not picked up by 12:00 pm on Friday, December 21, 2012, they must be mailed by the department to the employee's home address.

If you have any questions, please contact Financial Services Operations at 621-9097 or email payroll@fso.arizona.edu [1].

Source URL: https://uaatwork.arizona.edu/uannounce/payroll-distribution-check-date-122112

Links:
[1] mailto:payroll@fso.arizona.edu