Effective Date: July 1, 2010
Supersedes: Procedure 5.8 dated July 15, 2006
Applies to: Colleges
Procedure Responsibility: Payroll

Unclaimed Payroll Checks

Section 5.8.1 – General
Section 5.8.2 – College Payroll Office Responsibility

Section 5.8.1 – General

KCTCS payroll procedures require every employee to receive their pay via direct deposit or paycard, unless working Federal college work-study. Employees may view their deposit advice using employee self service. Directions for using self service are as follows:

1. Log on to employee self service https://employees.kctcs.edu.
2. Enter your KCTCS log on ID and password.
3. Click on “employee self service” then “options”.
4. Click on “payroll”, then “view paycheck”.

Section 5.8.2 – College Payroll Office Responsibility

A. The college payroll office is to hold the paychecks of employees who have not made previous arrangements to have their paychecks direct deposited or who have not signed up for a paycard. All employees are to have either direct deposit information or sign up for a KCTCS paycard. At the time the employee picks up their check they are to submit the required information for direct deposit.

B. If the employee is due the payment and the check has not been picked up by the following payday, the paycheck must be returned to KCTCS Payroll. If the employee inquires about the paycheck, the employee is to be directed to contact KCTCS Payroll at 859-256-3307.

C. If the employee was not due the payment, the paycheck along with a request for cancellation is to be sent to KCTCS Payroll the next business day. If the employee was not due the funds and if the funds were transmitted via direct deposit, the college payroll office must contact the employee. If the error is caught prior to payday a request is to be submitted to recall the funds. If the discovery is after the payday the employee must submit a personal check for the net amount of the check. This personal check, along with a request for cancellation memorandum, must be sent to KCTCS Payroll no later than the next business day after receipt.

END OF PROCEDURE