

---

**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**

**AREA: Payroll**

**Special/Manual Checks**

**MAPP 05.04.06**

**I. POLICY**

- A. In keeping with Lamar University's (LU) commitment to an accurate and timely payroll for all employees, the Payroll Office strives for correct, efficient processing of the University payroll.
- B. The Payroll Office will, when warranted, provide an employee the option of receiving a special/manual check to correct an error on the part of the Payroll Office.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapters III, V, and VIII; and applicable statutes, laws, and regulations of the State of Texas.

**III. PROCEDURES**

- A. In the event of a payroll error on the part of the Payroll Office, an employee will have the option of receiving a correction on the next available payroll date or having a special/manual check issued.
- B. An exception to (III.A) may be made if a natural or human-caused disaster makes it impossible for the Payroll Office to process the correction for the next available payroll date or issue a special/manual check.
- C. The Payroll Office is not required to provide special/manual checks if an employee or department (other than the Payroll Office) does not meet the posted deadlines for payroll processing. Department supervisors may request an exception through the Payroll Office. Exceptions will be decided on a case-by-case basis.
- D. Destroyed and/or mutilated checks issued by the Payroll Office will be replaced upon presentation of any available remnant of the original check. Checks considered "lost in the mail" require a two-week delay from issue date before consideration of reissue. Any cancellation and reissue within thirty (30) days of the original issue date may require a stop payment fee.

- E. If the Payroll Office's error results in an overpayment to an employee, the employee may choose to resolve the overpayment according to the University's policy on Payroll Deductions for Debt Repayment.

#### IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

#### V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date
Dr. Jaime R. Taylor	07/29/2021
President	Date

#### REVISION LOG

Revision Number	Date	Description of Changes
1	05/21/2021	Version created.
	07/29/2021	Version approved by President.