

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

FC-311

STEP BY STEP PROCEDURES FOR PROCESSING HRS CHECKS BY THE FINANCIAL CONTROL SECTION

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for processing HRS checks in a timely manner. This policy sets forth guidelines to insure that the processing of HRS check timely and in compliance with university, state and federal regulations, policies and procedures.

OVERVIEW

The Financial Control Section of the Comptrollers Office has the vested responsibility for the financial administration to process HRS checks for the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal agencies and the University. The accountants in this office function as the financial liaisons between funding agencies, project directors, the faculty, University staff, and other campus administrative offices on financial matters related to processing of HRS checks.

DEFINITION

None.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of General Accounting through the Associate Comptroller for Financial Accounting and Disbursement Operations, Financial Accounting Manager and the Associate Vice Chancellor for Financial Operations and Comptroller.

DUTIES AND RESSPONSIBILITIES

The Administrative Coordinator III within the Comptroller's Office is responsible for processing HRS checks on a as needed bases. The steps required for processing are outlined below.

Checks are delivered the morning after the Payroll Section has reviewed and validated the processing of payroll checks. Four system void checks and check transmittal are delivered with check. Agree check transmittal to checks by validating beginning, ending and voided check numbers. Write date of check on the 1st voided check in left corner and last check number on top right corner of check. Void checks along with check transmittal are transmitted to Operational Auditing.

Direct deposit checks stubs are separated by campus. Shreveport checks stubs are placed in file and courier service is called for pick up. SUNO direct deposit checks stubs are placed in file and remain there until courier from SUNO campus picks up. Baton Rouge campus and Board/System direct deposit checks are processed through sorting, folding and stuffing machines and placed in file until post office employee to picks up.

Non Direct Deposit checks(paper checks) are signed. Pull all checks which require voiding as identified by Payroll Section. Baton Rouge campus and Board/System checks are processed through the sorting, folding, and stuffing machines and placed in file for postal service pick up. SUNO checks are placed in file until SUNO courier makes bi-weekly pick up. Call courier service for pick up of SUSLA checks which remain in file until pick up.

- ☐ Approved
- ☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

- ☐ Approved
- ☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration