

## **Payments after employee terminates**

Please use the procedures outlined in this document for issuing payments through the HR/Payroll System to an employee who has terminated from the University. Two options are presented below. Please choose the option that best fits your situation.

1. Use this procedure when you are reasonably certain that the former employee has not closed her/his direct deposit bank account. *Example: Employee is now retired from the University.*
  - Submit Additional Pay Form (APF) to HR Records & Processing, 505 Clark Hall. HR Records & Processing will key the APF and request Central Payroll to add a pay sheet for the terminated employee. A payroll deposit will be made to the former employee's direct deposit bank account on the next regularly scheduled pay day. Click this link to view the Pay Cycle Calendars for information on deadlines: <http://www.umssystem.edu/ums/departments/fa/controller/payroll/calendars.shtml>
  
2. Use this procedure when you are certain that the former employee has closed her/his direct deposit bank account. *Example: Former employee has moved to a distant location and is not retired from the University.*
  - Submit Request for Online Check to HR Records & Processing, 505 Clark Hall. Indicate how the check should be delivered to the former employee in the comments section of the Request form. Two options are available for delivery of the check to the former employee: a) the former employee may pick up the check in person (photo identification required) at Central Payroll Office, 121 University Hall; or b) the check will be mailed to the former employee – be sure to indicate the mailing address of the former employee in the comments section of the Request form. Online checks are generally available within 72 hours. Click this link to view more information on the Online Check process. <http://www.umssystem.edu/ums/departments/fa/controller/payroll/processing.shtml>