

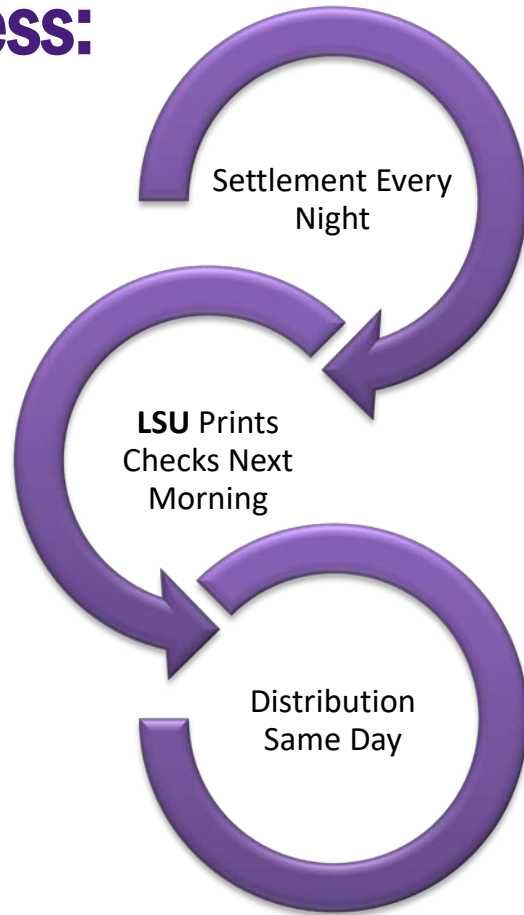
# Check Print Outsourcing

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- The first implementation phase is for non-payroll check payments being settled on March 8<sup>th</sup>, 2021.
- Outsourcing for payroll check print will be implemented once development and configuration is completed. We are anticipating a production date of May 2021 (or earlier).
- Departments must be aware check outsourcing will result in an added **24 hour period** for checks to return to campus in the case of Special Handling checks.
- Accounts Payable & Travel will retain the ability to process checks in-house for only on-demand/emergency situations.
- There will be no checks printed on bank holidays

# New Process for Hand Pick-up Checks

## Old Process:



## New Process:

