

## AOSD User Flash #315: Change to Weekly Pay Cycle for Checks

Beginning on Tuesday, April 6, 2021, the Controller's Office will move to a weekly pay cycle for check payments only. The Wire and Paymode-EFT pay cycles will continue to run daily. The check pay cycle will be run every Tuesday and conduct a seven-day sweep through the following Monday.

Check Pay Cycle & Printing Day:	Pay Vouchers with Scheduled Due Dates Through:
Tuesday	Tuesday - Monday

### **First Pay Cycle (and an Example of Every Pay Cycle Thereafter)**

The check pay cycle run on Tuesday, April 6<sup>th</sup> will sweep all fully approved vouchers with scheduled due dates from Tuesday, April 6<sup>th</sup> through Monday, April 12<sup>th</sup>. In order to be paid by their due date and receive discounts (if applicable), all vouchers within the sweep period must be fully processed and approved by 12:00PM on April 6<sup>th</sup>.

### **Department Actions**

As referenced above, departments must ensure that their vouchers are fully matched, budget checked, and approved by noon on Tuesday of the applicable cycle week. This may require earlier processing and review by operations and finance teams. Departments should assess their current procedures to ensure that payment approval will remain timely under the new check pay cycle schedule.

### **Check Mailing and Pickup**

Checks will be printed every Tuesday and mailed out the following Thursday. If needed, departments may still request in-house checks from the CON Disbursement Unit (City Hall, Room 396) for pickup on Wednesdays and Fridays. Check pickup is *not* available on Mondays, Tuesdays, or Thursdays. For any issues on disbursement, please reach out to the CON Disbursement Unit directly at [con.disbursement@sfgov.org](mailto:con.disbursement@sfgov.org).