Check Print Outsourcing

- The first implementation phase is for non-payroll check payments being settled on March 8th, 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:

- Settlement Every Night
- LSU Prints Checks Next Morning
- Distribution Same Day

New Process:

- Settlement Every Night
- Bank Prints Checks Next Morning
- Checks are FedEx to LSU for Distribution