Y2K - Contingency Planning: For their Y2K recovery plan preparation for the period December 27, 1999 through January 31, 2000, Payroll Managers requested the ability to print paper checks for employees who usually receive their pay through electronic funds deposits, Surepay. A location, presumably, would use this feature only in the event that the Electronic Funds Transfer process fails. That is, locations should use this feature as a "pre-check write" option or as part of the back-up and rerun routine.

Currently, users manually enter Employee Names and Identification Numbers on the UPAY642, Pay Disposition Override Form, and apply the data to the payroll computation cycle before creating payroll reports and files. To use this existing method to produce checks for all Surepay participants during a specific check write is not feasible due to the high volume and the need to segregate the special handling checks from the checks in lieu of Surepay. Consequently, campuses should have the mechanical ability to override the Pay Disposition Code "B" en masse on a one-time basis. These checks should remain separated from the special handling checks and campuses should receive the checks in Home Department Code order or an alternate locally selected order.