

BULK MANUAL CHECKS

(LARGE VOLUME – OVER 20 DAILY REQUESTS)

DEADLINE SCHEDULE *

21-75 requests: 11:00 a.m.
76-150 requests: 10:30 a.m.
150+ requests: 10:00 a.m.

* *Later deadline available; see Compliance Incentives.*

DAS

DEPARTMENT OF
ADMINISTRATIVE
SERVICES

STATE CONTROLLER'S
DIVISION

As a service to our agency partners, OSPS provides bulk manual check processing in order to meet seasonal or special needs. Bulk, or large-volume, checks mean more than 20 individual check requests in any one daily check run.

BULK CHECK CRITERIA

- **Notify us before 9:00 a.m. on the same day you intend to submit bulk manual check requests.**
- **Use the same Employee ID format for all requests; either all EID or all SSN.**
- **If using more than one pay period, separate requests by period.**
- **Alphabetize all check requests within each pay period.**
- **Group requests into batches of 100 or less and deliver them in person^ each hour.**
- **Earlier deadline—see schedule.**

^ *Alternate fax service available; see Compliance Incentives*

Same-day service for bulk checks requires our agency partners to comply with unique criteria. This is necessary in order to maintain normal daily check service to all agencies.



For following ALL outlined bulk check criteria, you can choose these additional benefits:

- **11:45 a.m. deadline**
- **Special fax number for bulk faxing (instead of in-person delivery)**
- **Manual check “register” (check listing)**
- **Telephone notification when checks ready for pickup**

COMPLIANCE
INCENTIVES

OREGON STATEWIDE PAYROLL SERVICES

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