

## POLICIES AND PROCEDURES

Subject: Distribution of Payroll Reference: D-XIV

Source: President Eff. Date: August 27, 2003

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated June 13, 1995.

Date: August 27, 2003

Payroll checks for all monthly and biweekly employees will be distributed on the officially scheduled paydays via direct deposit to the employee's designated financial institution. All paychecks are distributed by direct deposit to the employee's designated financial institution with funds being available typically by 8:00 a.m. on payday. Check advices are distributed through campus mail on payday. Payroll checks for employees on the separate student payroll will be available at the Business Office on the officially scheduled dates. Proof of identification and signature may be required to pick up student payroll checks.

The employee is responsible for ensuring that time sheets, direct deposit forms, and all other payroll related documents are submitted to the Payroll Office by the scheduled date and time as indicated in the institutional calendar. If time sheets and payroll documentation are received after the deadline, no pay will be received nor will payroll changes be processed for that period. Late payroll documents and time sheets will be processed during the next pay period.