

Disbursement of Earnings

Summary/Purpose: Information is given concerning how to participate in electronic direct deposit. Pay dates of both twelve-month staff employees and nine-month faculty members can also be found.

Electronic Transfer of Funds

The University offers electronic direct deposit of pay to all employees, including students. To participate in this service, an employee should sign an Authorization Agreement For Direct Deposits. The form is available in the Department of Human Resources. In addition, the employee should provide the Department of Human Resources a voided check. Employees who sign up for this service will be able to view their pay on the internet.

Release of Checks

Employees who do not participate in electronic direct deposit will receive their checks at their home address. Checks will be mailed to employees in the following manner:

1. For faculty, staff, and student employees, checks will be released to the U.S. Postal Service on the morning of the 15th and the last working day of the month. In the event an employee's check has not been delivered by the 5th postal business day after payday (excluding postal holidays), the employee may request a reissue of their paycheck by contacting the Department of Human Resources.
2. For faculty employed on a 9-month basis, a check for one-half month's salary is released to the mail service on the morning of the last working day in August. A check for one-half month's salary is released to the mail service on the morning of the 15th and the last working day of September through April. A final check for one-half month's salary is released on May 15.
3. When an official University holiday falls on a regular payroll check release date, checks are released to the mail service on the afternoon of the day prior to the holiday.

Graduate instructors, graduate assistants, laboratory assistants, and other salaried student assistants may be paid on the same basis as 9-month faculty members.