

**Effective:** April 5, 1984

**Administrative Policy  
PAYCHECK/EARNING STATEMENT DISBURSEMENT**

**Approved:** April 4, 1984  
Revised: October 5, 1999  
President's Advisory Council

This policy applies to all University faculty, staff, and student employees. It will provide timely, equitable, and efficient processing and distribution of paycheck/earning statements, and encourage maximum utilization of direct deposit.

**Procedures**

Paycheck/earning statements are disbursed by the Payroll Office via campus mail and arrive in departments on payday for distribution to employees. Paycheck/earning statements may not be picked up at the Post Office.

For those employees on medical leave, parental leave, or work-related disability leave, the Payroll Office will mail the paycheck/earning statement directly to the employee's home.

**Special Conditions**

Under the following circumstances, paycheck/earning statements may be released by the Payroll Office the day before payday. Any exception to this policy must be approved by the Payroll Director.

**Employees on work shifts beginning after 2:00 p.m.**

The department supervisor may pick up the employee's paycheck/earning statement after 3:30 p.m. for distribution at the close of the employee's work shift.

**Employee on four-day work week with regularly scheduled day off on payday.**

The department supervisor may pick up the employee's paycheck/earning statement after 3:30 p.m. for distribution at the close of the employee's work shift.

**Disbursement of Student Paychecks/Earning Statements.**

Paycheck/earning statements are distributed by the Payroll Office via campus mail and arrive in departments on payday for distribution to students. Paycheck/earning statements may not be picked up at the Post Office.

Student paycheck/earning statements should be distributed by the department supervisor or secretary. **Under no circumstances may this responsibility be given to students.**

Each student must sign the appropriate Signature List when picking up the biweekly paycheck/earning statement. Students are not permitted to pick up another student's paycheck/earning statement.

If a department mails a paycheck/earning statement to a student, the supervisor/secretary must initial the Signature List and note the date it was mailed. If the paycheck/earning statement was mailed to an address other than the one shown on the paycheck/earning statement, that information must be noted as well.

When all paycheck/earning statements have been distributed, the completed Signature List must be returned to the Payroll Office. Any lists returned to Payroll that are incomplete or with errors will be returned to the department for correction or verification.

The Payroll Office will hold student paychecks and note this information on the department's signature list when a request is made from the Bursar's Office. This request will be based on an agreement signed by the student to implement a payment plan based on the wages earned by the student.

Direct deposit offers a safe and efficient method of deposit to a student's financial institution. All students are encouraged to subscribe to direct deposit to expedite receipt of funds and eliminate the inconvenience caused by their absence from campus on payday.