

(Fayetteville Policies and Procedures 323.0)

You will be paid monthly unless you are an extra-help hourly employee. Direct deposit is the standard method by which the university pays employees. You may have your pay deposited in up to six separate accounts. The accounts can be at the same financial institution or as many as six different ones. You may request paper checks by so noting on the direct deposit form, but the University encourages you to have your pay deposited directly to your bank or credit union, for convenience and security. The University's payroll system does not permit a combination of direct deposit and paper checks. Forms to [request direct deposit](#) are available in the payroll section of Human Resources or on the website. Approximately three days before pay day you will receive an email indicating your gross pay, deductions and the net pay that will be deposited to your accounts. You can also find this information on [webBasis](#). For benefits-eligible employees, this will also provide information on your and the university's payments for benefits and levels of benefits coverage as well as detailed information on leave usage. If you do not use direct deposit, the Treasurer's Office will send your paycheck to the department in which you work for distribution on the last work day of each month. Checks will be delivered and distributed at least eight hours later than the time that electronic transfers are made for employees who use direct deposit, and lost checks will be subject to a replacement fee.

If you are an extra-help hourly employee you will be paid on the 10th and 25th of each month. If that date falls on a Saturday, pay day will be on Friday; if it falls on Sunday, pay day will be Monday. For your convenience and security, you may use direct deposit and receive your pay advisory form via email or the Web. Forms to [request direct deposit](#) are available at Human Resources.

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