



POLICY & PROCEDURE MANUAL North Dakota State College of Science

Payroll Check Distribution Policy

Source: NDSCS President

Applies to: All Employees

Purpose: To maintain the integrity of payroll distribution to employees.


Policy

1. Pay day for all employees shall be the 15th and the last working day of the month; however, if the 15th or last working day of the month is a Saturday, Sunday or holiday, the preceding work day shall be payday. Paychecks are viewed through Employee Self-Service. Employees will logon to view their payroll information.
2. Electronic deposit of payroll checks is mandatory. NDSCS can electronically transfer funds to an individual's financial institution located inside the United States by completing and signing a Direct Deposit Authorization form in the Payroll Office which indicates the financial institution and checking and/or savings account number(s) for direct deposit of the payroll checks. For verification submit a voided check or financial institution documentation with routing and account number on it.
3. Changes to account information may also be done through Employee Self-Service. Closing of accounts needs to be communicated to Human Resources so that payroll is not returned to NDSCS for closed accounts.

Where to Obtain Additional Information

You may speak to your supervisor, call the Payroll Office at 701-671-2906, or email HR at ndscs.payroll@ndscs.edu.

Approval



President's Signature

08-14-2020

Date