

Arkansas State University - Jonesboro

Effective Date: 07/01/97

Number: 07-08

Section: Human Resources

Subject: Payroll Services: Payroll Check Distribution

Payroll checks are issued from the Office of Payroll Services to the offices of vice chancellors, deans and other heads of administrative units. These offices should notify Payroll Services of the employee who is designated to pick up payroll checks. (Student workers may pick up payroll checks). Employees may not pick up checks individually.

All new employees eligible for benefits must direct deposit their payroll check. If an employee chooses not to participate in direct deposit they must complete the hardship exemption request form to request payment by check.

Checks are not issued early under normal circumstances. However, the University recognizes that emergencies may arise and will consider an employee's request for early release with the approval of the employee's supervisor. No check will be released earlier than 3:00 p.m. on the day prior to the payroll date.

Reviewed on 05/31/13.