

## **Payroll Frequently Asked Questions (FAQ)**

**Q:** When are we paid? Where is my check sent?

*A: Employees are paid on the last working day of the month. Paychecks are mailed to employees via campus mail to their campus mailbox. If you do not wish to have your paycheck or stub sent to your campus mailbox, you must make arrangements with Payroll to have it sent to your home address.*

**Q:** I switched banks, how do I update my direct deposit information?

*A: You must sign and date a new [Direct Deposit Form](#) and include a voided check from your new checking or savings account. You must turn in this form before the 15<sup>th</sup> of the month to ensure that the check received at the end of the month is deposited into the correct account.*

**Q:** What is my vacation accrual balance?

*A: Current vacation accrual balance is printed on each paystub. The amount listed includes the accrued amount for the month, but does not include vacation taken for the current month.*

**Q:** Will I receive a separate check for my additional paid stipend this month?

*A: If your stipend is \$500 or more, you will receive a separate check. If less than \$500, your stipend will be included with your regular paycheck.*