

TO: All Employees

SUBJECT: DIRECT DEPOSIT

Distribution of net pay (gross pay less employee deductions) occurs by check or direct deposit, via magnetic tape, to any financial institution that participates in the “Automated Clearing House” process.

Direct deposit may be started or stopped by completing a [deposit authorization](#) and (when starting) providing a voided check from the employee’s checking account. If the paycheck is to be deposited to a savings account a deposit slip will be acceptable. Submit form and check or deposit slip to the WNC Human Resources Office or, if a student employee, the Student Employment Office (the Financial Aid Office). Please note that it may take a couple paydays for the check to go directly into the account.

The university maintains monthly and semi-monthly payrolls. The monthly payroll includes all professional and salaried letters of appointment. Paychecks are issued on the last working day of the month. The semi-monthly payroll includes all classified, casual labor, student and hourly employees including letter of appointment. Those paychecks are issued on the tenth and twenty-fifth of each month or the last preceding work days.