

**Procedure Number: 561.1**

**Procedure: Distribution of Pay**

**Effective Date: (01/2014)**

**Revision Date:**

**Approved by: LeAnn Anderson, Director Financial Services and Payroll**

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**PROCEDURE:**

- I. SCHEDULED PAY:** MSU-Billings processes a biweekly payroll every other Friday. When the scheduled biweekly pay day falls on a legal holiday, distribution will occur on the preceding day. See [Payroll Schedule](#). At no time will paychecks be disbursed prior to the pay date. University policy prohibits advances of pay to employees. Employees are encouraged to use direct deposit.
- II. DIRECT DEPOSIT:** MSU-Billings employees may request their pay be deposited directly into up to three bank accounts with any U.S. financial institution. [Direct deposit](#) is available for all regularly scheduled payroll dates and may be arranged through either the Financial Services/Payroll or Human Resources Office. The first check following signup for Direct Deposit requires pre-note processing to confirm that the bank and account numbers are correct. The second check will be direct deposited. *Earning statements* are provided electronically and can be obtained through [MyInfo](#).
- III. WARRANTS:** Payroll Warrants issued for the regular payroll will be available for pick up in the Financial Services Office **between the hours of 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm**, on Payday Friday through 12:00 pm the following Wednesday. Employees must have a valid photo ID to pick up their checks. Employees will not be able to have others retrieve their paycheck for them.
- IV. FINAL CHECKS:** When an employee terminates from MSU-Billings, the final payroll disbursement is generated with the last pay period that encompasses the final working day. The Employee Exit Checklist must be received by the Payroll Office before final checks are disbursed. [Employee Separation Checklist](#).