



Procedure Number: 561.1

Procedure: Distribution of Pay

Effective Date: 01/2014

Revision Date: 10/2025

Responsible Party: Administration & Finance/Financial Services & Payroll

PROCEDURE:

1. **SCHEDULED PAY:** MSU Billings processes a bi-weekly payroll every other Wednesday. When the scheduled bi-weekly pay day falls on a 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.
2. **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 Financial Services & Payroll. 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. *Earnings statements* are provided electronically and can be obtained through [MyMSUB](#).
3. **WARRANTS:** Payroll warrants issued for regular payroll will be available for pick up in the Financial Services & Payroll Office **between the hours of 8:00 a.m. to 5:00 p.m.**, on payday 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.
4. **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 Separation Checklist](#) must be received by Financial Services & Payroll before the final check is disbursed.