

Additional Payroll Information

Hourly Employees

- Hourly time sheets are to be submitted to the department secretary/supervisor at the end of each week. Do not accumulate time sheets.

Direct Deposit

- Direct deposit is available to any bank or credit union in the United States.

Payroll Card

- Payroll Card (PC) is a new option for those employees who are not currently having their paycheck direct deposited. Have your payroll check automatically deposited to the PC each pay period. Choose a better option to eliminate hassles and costs:
 - Get cash 24/7 at ATMs worldwide
 - Make purchases anywhere Visa debit cards are accepted
 - Shop online, by phone or mail order
 - No more lost or stolen checks
 - No waiting in line to cash your checks
 - No credit check required

Contact the Finance Department for additional information by calling 994.2256, then press 2.

Address Change

- Address changes must be made in person at the Finance Department in the Balas Building. Office hours during the school year are Monday thru Friday, 8:00am – 5:00pm.