

North Dakota State University

Policy Manual

SECTION 122

PAYROLL CHECKS – DISTRIBUTION

SOURCE: NDSU President
NDUS Human Resource Policy Manual
Section 5.2

1. Payday shall be the last day of the month for the period from the first day of the month to the fifteenth day of the month, and the fifteenth day of the following month for the period from the sixteenth day of the month to the end of the month; however, if the pay date should fall on a Saturday, Sunday, or holiday, the preceding work day shall be payday. Effective not later than for the pay period beginning July 1, 2008 and subject only to individual exceptions in exceptional circumstances as approved according to institution or system office procedures, employee wages shall be paid with direct deposit in the financial institution of the employee's choice. Institutions and the system office may enact implementing procedures defining exceptional circumstances under which individual exceptions to mandatory direct deposit may be approved by an authorized institution or system official. Earnings, taxes and deductions for those individuals paid under the method noted in Section 127 and 128 are available to view online under ND HE Self Service in [Oracle/PeopleSoft HRMS](#) no later than two business days prior to each payday.

HISTORY:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	May 1998
Amended	May 2004
Amended	October 2007
Amended	February 2009
Amended	January 1, 2011