SECTION 122
PAYROLL CHECKS – DISTRIBUTION

SOURCE: NDSU President
          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