

# **OAKLAND UNIVERSITY – PAYROLL DEPARTMENT**

## **1. DIRECT DEPOSIT OF PAYCHECKS**

Employees are encouraged to take advantage of the University's Direct Deposit program. Employees who want their paychecks to be automatically deposited into a specified bank account should complete an [Authorization for Direct Deposit Form](#). This form is available in the Payroll Office.

In addition to completing the form, the employee must provide the Payroll Office with the financial institution's ABA number and the specific account number to which the funds should be deposited. The best way to comply with this requirement is to attach a voided copy of a check. However when the Payroll Office is not familiar with a financial institution, a letter from the financial institution will be required to ensure the information is accurate and the deposit will not be rejected. If you have any questions regarding the Direct Deposit program, please contact the Payroll Office. Payroll stub is available on the web through the [Oakland University-Sail](#)

## **2. PAYCHECK DISTRIBUTION**

Checks will be given only to authorized persons from each department and/or Individuals may pick up their own paycheck with proper photo identification. The [Authorization To Pick Up Payroll Check Form](#) is available in the Payroll Office.

### **2.1 DISTRIBUTION OF MONTHLY (SALARY) PAYCHECKS**

Paychecks may be picked up from the Payroll Office on the last working day of each month between the hours of 8:00 a.m. – 12:00 noon and 1:00 p.m. – 5:00 p.m.

The authorized person receiving checks must have an attendance card for each member of the department's staff (faculty and some miscellaneous contract employees are excluded.)

### **2.2 DISTRIBUTION OF HOURLY PAYCHECKS**

Paychecks may be picked up from the Payroll Office on the scheduled pay date between the hours of 8:00 a.m. – 12:00 noon and 1:00 p.m. – 5:00 p.m.

### **2.3 DISTRIBUTION OF STUDENTS PAYCHECKS**

Students may pick up their checks at the Student Business Services – Cashiers Office in 120 North Foundation Hall on their scheduled pay date between 9:00 a.m. – 4:00 p.m.

Paychecks will be mailed if a stamped, self-addressed envelope is dropped off with the cashier's office 120 North Foundation Hall.

### **2.4 PAY CHECK DISTRIBUTION DURING NON-EMERGENCY CLOSINGS**

To establish a consistent, efficient and secure process for distribution of employee paychecks if the University is closed due to inclement weather, refer to Oakland University's [Administrative Policies and Procedures Number 920](#).