

Northwest Missouri State University

Policy and Procedures Manual

Chapter Bursar

Section Student Services Center –
Payroll Checks Distribution

I. Purpose

The Student Services Center provides for the distribution of payroll checks for faculty, staff, and students according to the policies established by the Controller. The Center is open from 8:00AM to 5:00PM, Monday through Friday.

II. Policy

Students are required to display a NW identification card or drivers' license to pick up their paychecks at the Student Services Center.

Faculty and staff may pick up paychecks which are not direct deposited at the Student Services Center. Contact the Payroll Office for more information at 562-1105. Direct deposit is required for all new hires.

The dates for paycheck disbursement are established by the Controller's Office.