

# 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.