

**Policy Title: Paycheck Distribution**

**Last Revision Date: December 2006**

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**Responsible Department:** Payroll (Business Office)

**Responsible Official:** Controller

**Contact:** payroll@newhaven.edu

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### **PAYCHECK DISTRIBUTION FOR FACULTY AND STAFF**

All paychecks and direct deposit stubs for faculty and staff will be available for pickup on payday during business hours at the Bursar's Office. Any remaining checks and stubs not claimed on payday will be mailed in the morning on the next business day. Specific requests to hold a paycheck or direct deposit stub may be made to the Payroll Office. Items held will remain in the Bursar's Office for two weeks, after which the paycheck or stub will be mailed via U.S. Mail to the address on the check or stub.

Once a check or stub is placed in the mail it is not retrievable.

### **PAYCHECK DISTRIBUTION FOR STUDENT EMPLOYEES**

All paychecks and direct deposit stubs for students will be available for pickup during business hours at the Bursar's Office for two weeks after payday, after which the paycheck or stub will be mailed via U.S. Mail to the address on the check or stub.

Once a check or stub is placed in the mail it is not retrievable.