

SOUTHWEST MINNESOTA STATE UNIVERSITY

Business Services Internal Procedure

Student Payroll Direct Deposit Policy

Students are paid by direct deposit into their checking or savings account. Before a student can be set up for student payroll, they will be asked to complete a Direct Deposit Form. If students change or close their account, they are required to inform the Business Office by completing a new Direct Deposit Form and indicate the change. Student payroll payday is every other Friday, ten days after the end of a pay period.