SOUTHWEST MINNESOTA STATE UNIVERSITY

Business Services Internal Procedure

Student Payroll Check Distribution Policy

Student payroll checks are available at the Cashier's Office located in the Individualized Learning Building rooms 132-133. Student Payroll payday is every other Friday, ten days after the end of a pay period. The checks will be distributed in the following manner:

1. Checks may be picked up at the University Cashier's Office during open hours of 8:00 AM to 2:30 PM on payroll Fridays.

2. Students requesting their check must present their University identification card or valid drivers' license. Checks will be given only to the person whose name appears on the check unless the payee's identification card and written permission is produced which specifies someone else (spouse included) who may receive the check.

3. Individuals may supply an addressed envelope if they wish their check to be mailed. These checks will be mailed the day before payday.

4. If students do not pick up their check in two months the check will be mailed directly to their home address.