	PAY-906
ILLINOIS INSTITUTE OF TECHNOLOGY	**Paycheck Distribution Policy and Procedure**
	Prepared By: Payroll
	Approved By: Brian Laffey
	Effective Date: 06/01/2010

Purpose

The purpose of this policy is to describe payment for employees not enrolled in direct deposit.

Policy

Employees not having direct deposit will be issued a paycheck.

Definitions

Direct Deposit
Banner System
Employee Dashboard

Procedures

IIT'S RESPONSIBILITY ENDS UPON DELIVERY TO US POSTAL SERVICE

Paychecks are mailed to the mailing/local address on file for the employee in the Employee Dashboard on the Thursday before pay day via the United States Postal Service(USPS). **IIT is not responsible for timely delivery of paychecks once they have been delivered to the USPS or if the mailing/local address in the Employee Dashboard is not current.**

Guidelines

Direct deposit is the preferred method of payment to employees. All employees of illinois institute of technology are strongly encouraged to have their pay direct deposited into a banking institution of their choice.

Lost checks will not be pay-stopped and reissued until two (2) weeks after the actual pay day on which the check was issued.

There is a $20 charge for the stop payment and re-issuance of a lost check.

References

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Responsibilities

Employees are responsible for maintaining their current mailing/local address in the Banner system by accessing their records through the Banner Self Service section of the MyIIT portal.

Required Forms

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