DIRECT DEPOSIT OF PAYROLL CHECK
TO YOUR FINANCIAL INSTITUTION

Sign up for direct deposit online at http://web.byui.edu/payroll//DirectDeposit or from the BYU-Idaho homepage go to Employees, Frequent Links, Accounting Office, and Direct Deposit. Click on: Add or modify direct deposit information. You will need your financial institutions routing number (9 digits) and your account number. Be sure to get the correct information to avoid delay in receiving your payroll deposit.

Two optional direct deposits of specific amounts are available to other financial institutions. Choose Optional Deduction 1 or 2 to set these up.

PAYROLL NOTIFICATION

The university pays semi-monthly. The pay periods end on the 1st and the last day of the month. You will be paid on the 23rd if the payroll ends on the 15th or on the 8th if the payroll ends on the last day of the month. (You will be paid the business day before if the pay date falls on a weekend or holiday).

To view your payroll notification (pay stub) from the BYU-Idaho home page, go to Financial Information under Students or Employees and select Payroll Notification.

You can look at your notification up to two days before the pay date. The payroll