

Payroll Check Distribution Policy

Policy/Procedure

Designated pay dates are set out in Dickinson College's (the "College") [Pay Calendars](#), which also provide deadlines for submitting timesheets for bi-weekly and student pay cycles. According to this schedule, bi-weekly employees are paid every other Friday (26 pay periods per year), student workers are paid every other Wednesday (26 pay periods per year) and semi-monthly employees are paid on the 15th and last business day of each month (24 pay periods per year).

Paper checks from employees not currently enrolled in direct deposit will be mailed to each employee's home address. Paper checks for students will be delivered to their on-campus mailboxes.

Employees are responsible for notifying the College of any address changes which may affect delivery of their paychecks. Payroll will attempt to contact employees in cases where a paper check was returned as undeliverable. Outstanding (uncashed) checks greater than one year old will be cancelled and remitted to the Pennsylvania Treasury Department's Bureau of Unclaimed Property in accordance with Pennsylvania escheat laws.

Related Information

Direct Deposit and Paydays (HR)
Compensation (Student Resources)
Student Mailroom (Campus Operations)
Unclaimed Property
Direct Deposit Policy
Payroll Time Reporting
Repayment of Overpaid Wages
Procurement Authorizations

History/Revision Information

Responsible Office/Division: Financial Operations

Effective Date: October 2012

Last Amended Date:

Next Review Date: Annually in June

Also Found In: