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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

August, 2023

**Reference:**

Classified Staff Human Resources Policy Manual 310.0

University Handbook for Appointed Personnel 2.06.15

**Responsible Unit:**

Financial Services, Payroll

**Email:**

[FNSV-Payroll-Info@arizona.edu](mailto:FNSV-Payroll-Info@arizona.edu) [1]

## Policy

Employees will receive their paychecks on Fridays on a biweekly basis in one of three forms:

1. **State Warrant:** Checks issued on the State of Arizona's bank account.
2. **Direct Deposit:** Payment issued by employee's selection of direct deposit.
3. **Off-Cycle Check:** Checks and direct deposits issued on the University of Arizona bank account.

All three payment devices provide information regarding the employee's current and year-to-date gross pay, deductions, employee reimbursements, and net pay.

Paychecks include earnings for the pay period ending the Sunday immediately preceding a payday.

Physical checks are distributed to employees' home departments on Friday of pay week. Employees who have requested direct deposit of earnings will receive an electronic format of the advice of direct deposit through [UAccess Employee](#) [2] Self Service.

## Related Information\*

Paycheck distribution information [3] is found on the Financial Services website.

Payroll Calendars [4]

## Revision History\*

08/14/2023: Policy repealed. This is not a policy, it is an informational resource for employees about paydays and paychecks. A link is provided in associated reference manuals that directs the reader to the Employee Resources - Payroll website [5]. The website provides payroll contact information, multiple resources regarding employee pay and paychecks, and payroll calendar and payroll tax information.

03/02/2023: Updated responsible unit name from FSO to Financial Services; updated email link.

03/07/2016: Revised to reflect electronic processing.

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### Source

**URL:**<https://policy.arizona.edu/employment-human-resources/payday-and-paychecks-repealed>

### Links

[1] <mailto:FNSV-Payroll-Info@arizona.edu> [2] <http://www.uaccess.arizona.edu/> [3]

<http://www.fso.arizona.edu/payroll/departments/paychecks> [4] <http://www.fso.arizona.edu/payroll/>

[5] <https://financialservices.arizona.edu/payroll/employees>