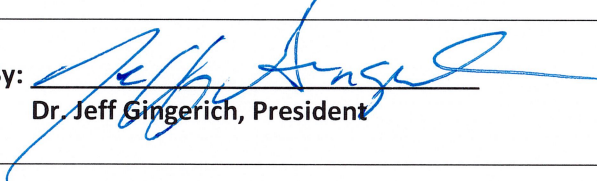




**ST BONAVENTURE**  
**UNIVERSITY**

<b>Direct Deposit and Pay</b>	
<b>Administered By:</b> Human Resources	
<b>Approved By:</b>  Dr. Jeff Gingerich, President	
<b>Policy Effective Date:</b> April 29, 2024	
<b>Policy Number:</b> HR-2024-16	<b>New Policy <u>X</u> or Revision of Existing Policy ___</b> <b>Name of Previous Policy:</b>

The University's preferred method of payment is direct deposit. The University can accommodate direct deposit with any financial institution that accepts 'ACH' electronic fund transfer. Your paycheck can be split among different financial institutions. Please contact your financial institution to see if they accept ACH electronic funds transfer. Direct deposit authorization agreements are available from the Office of Human Resources and the Payroll office. If direct deposit is not elected, paychecks will be mailed to the employee's address on file.

All employees are paid on a biweekly basis. Employees who are scheduled to work less than 12 month per year are paid over 26 pay periods if salaried or over a reduced number of pay periods if overtime-eligible.