

## **Paycheck distribution update:**

**Effective August 11<sup>th</sup>**

- ❖ *Checks will be distributed in the payroll production entrance by HR employees from 7am to 5pm on payday.*
- ❖ *MSU employees picking up their checks are required to show a picture ID to the HR representative and will initial next to their name in the check distribution book upon receipt of the check.*
- ❖ *After payday checks will remain in the Human Resources Office until approximately the last day of the month (5 working days after the supplemental payday) - picking up their checks are required to show a picture ID to the HR representative and will initial next to their name in the check distribution book upon receipt of the check*
- ❖ *Checks will be mailed to employee mailing addresses 5 working days after the supplemental payday*