

Important Information regarding Direct Deposit

Please read the information pertaining to your employee type below
(Student Worker or Classified, Exempt, Faculty and Part-Time)

Classified, Exempt, Faculty and Part-Time Employees:

Please note: Setting up direct deposit or making changes to a current direct deposit account requires a Pre-Note Authorization process to verify your account. Because of this, you will receive a live (paper) check the first pay date following this change. After the pre-note authorization has completed, and your account has been verified, you will receive pay via direct deposit.

Please indicate one of the following choices for receiving your next live check and return this form to the Human Resources Office along with the completed Authorization for Electronic Funds Transfer (EFT) of Wages form.

- I would like to pick up my check at the Human Resources Office
- Please mail my check to the address on file with Human Resources

Signature

Date

In order for changes to go through the pre-note process on the next available payroll, completed forms need to be submitted to the Human Resources Office by the Payroll Cutoff date for the corresponding payroll (the 15th and the last day of the month)

Pay days

Columbia Basin College abides by the State of Washington laws and issues semi-monthly paychecks. For time worked from the 1st through the 15th, the pay date is the 25th. For time worked from the 16th through the end of the month, the pay date is the 10th of the following month. If the 10th or 25th falls on a Saturday, payday will be the preceding Friday. If the 10th or 25th falls on a Sunday, payday will be the following Monday unless Monday is a federal banking holiday, then payday will be the preceding Friday.

Student Employees:

Please note: Setting up direct deposit or making changes to a current direct deposit account requires a Pre-Note Authorization process to verify your account. Because of this, you will receive a live (paper) check the first pay date following this change. After the pre-note authorization has completed, and your account has been verified, you will receive pay via direct deposit.

Your check will be available to you at Hawk Central on the next pay date following submission. It will be mailed to the address on file with Human Resources one week after the pay date if not picked up.

In order for changes to go through the pre-note process on the next available payroll, completed forms need to be submitted to the Human Resources Office by the Payroll Cutoff date for the corresponding payroll (the 15th and the last day of the month)

Pay days

Columbia Basin College abides by the State of Washington laws and issues semi-monthly paychecks. For time worked from the 1st through the 15th, the pay date is the 25th. For time worked from the 16th through the end of the month, the pay date is the 10th of the following month. If the 10th or 25th falls on a Saturday, payday will be the preceding Friday. If the 10th or 25th falls on a Sunday, payday will be the following Monday unless Monday is a federal banking holiday, then payday will be the preceding Friday.