

## Distribution of Payroll Warrants

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Generally, bi-weekly payroll for all employees, including student employees, will be processed every other Wednesday. When the bi-weekly payroll falls on a holiday, distribution will occur on the day before.

### **Direct Deposit:**

Employees of The University of Montana may request that their payroll be deposited directly into a bank account with any U.S. financial institution. Direct deposit is available for all regularly scheduled payroll dates and may be arranged through Human Resource Services.

If a voided check or the financial institution's printed certification of the routing number and account number IS submitted, the next available payroll after receipt of the request may be direct deposited, as well as future payments.

If a voided check or the financial institution's printed certification of the routing number and account number is NOT submitted with the direct deposit form, the first available payroll after receipt of the request requires a pre-notification process to confirm that the bank and account numbers are correct. The pre-note process results in a paper check for the first payment that will be mailed to the mailing address on record in Cyberbear. Typically, the second payment will be direct deposited.

All earnings statements are accessible by logging into [www.cyberbear.umt.edu](http://www.cyberbear.umt.edu). Log on using your employee Net ID and password. Should you have trouble logging on, please contact *Information Technology* for assistance at 243-HELP.

### **Warrants:**

State Payroll Warrants issued for the regular payroll will be mailed to the employee's mailing address on record in Cyberbear.

### **Final Payment:**

When an employee terminates from the University of Montana, whether for personal reasons or "for cause", the final wage payment is issued in the next regular pay period that includes their final working day. The employee can request that their final wage payment be direct deposited, if they already have that option established, or mailed to the address of their choice.