Payroll Office Announces New Policies
October 2016

The Payroll Office is pleased to announce three new cost saving policies regarding your pay that coincide with the opening of the Brown Business Center on October 3:

1. Effective October 3, employees who currently have direct deposit will no longer receive ADP-generated payslips. Payslips are available in Workday. To access an electronic copy, click the Pay worklet on Your Home Landing Page; under the View menu, click Payslips to view and download.

2. Also beginning the week of October 3, ADP payroll checks will no longer be available for pickup at the Payroll Office window in the Brown Office Building. All paper payroll checks will be sent to department mailboxes in University Mail Services for distribution.

3. Checks that will be available for pickup at the Brown Business Center on the second floor of J. Walter Wilson, Room 213, include:
   - Hand drawn payroll checks
   - Payroll checks for employees who have not I-9 verified
   - Payroll checks with missing department box numbers

FAQs

1. Why should I elect direct deposit?
   Direct deposit saves time, and it is the most simple and secure method of paying you. In addition, inclement weather can delay payroll processing that could prevent you from receiving your paycheck on a scheduled pay date. With direct deposit, your pay will always be available in the early morning on the scheduled pay date.

2. How do I print my paper payslip?
   Workday maintains a history of your payslips. You can always print a payslip for your records, or as proof of payroll for any financial transaction. Here are the steps:
   - Login to Workday
   - Click the Pay Worklet on Your Home Landing Page
   - Under the View menu, click Payslips to view and print payslips from July 2012 to present

3. I still have a paper paycheck – where will it be delivered?
   Paychecks for faculty, staff, and graduate students will be delivered to your department’s mailbox in University Mail Services. Undergraduates may pick up checks in their mailboxes.

4. I want to continue receiving ADP paper payslips. How can I make that happen?
   - Login to Workday and click the Pay Worklet on Your Home Landing Page
   - Under the View menu, click Payslips
   - In the upper left corner, click Change Payslip Printing Election and click OK
   - Under New Payslip Printing Election, select Receive Paper Copy of Payslip from the drop down menu
   - Click OK and Done