

Memo

To: All WSU Employees
From: Anna Yelencich, Director, Payroll
cc: Jim Barbret, AVP and Controller, Fiscal Operations
Date: December 10, 2014
Re: Final December Pay

Please be advised, the previously published December 31 pay day will be accelerated by one week and will be paid on December 24.

This pay will be distributed in the same manner as any other regularly scheduled pay day. If you normally receive direct deposit, your pay will be deposited on the 24th. If you normally receive a physical check, it will be available for pick up in its regular location on the 24th **before noon**.

The next scheduled pay will occur on Jan 14, 2015; three weeks from the December 24th pay. Please plan accordingly to ensure no financial hardship during this extended period.

If you receive a physical check but do not plan to be on campus, please consider electing direct deposit to ensure you are paid timely. To sign up for direct deposit, log into your Pipeline account and follow these directions:

1. select the Employee tab;
2. select More Employee Services;
3. select Pay Information;
4. select Update Direct Deposit;
5. complete the required fields and submit your update

For further assistance, you can visit the Payroll website at payroll.wayne.edu.

To ensure direct deposit is effective for the December 24th pay, direct deposit updates must be made no later than December 19, 2014.