



## ANGELO STATE UNIVERSITY

### PAYROLL OPTIONS FOR STUDENTS AND TEMPORARY EMPLOYEES

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**FOR STUDENT AND TEMPORARY EMPLOYEES, PAYDAY IS USUALLY ON THE 10<sup>TH</sup> AND 25<sup>TH</sup> OF THE MONTH. HOWEVER, IF THESE DATES FALL ON A WEEKEND OR HOLIDAY, PAYDAY WILL BE THE PREVIOUS BUSINESS DAY.**

#### **Student Employees:**

Your payroll options are:

1. An electronic deposit to your ASU OneAccount
2. An electronic deposit to another bank account

Student employee paychecks will automatically be deposited into the student's ASU OneAccount. A student employee that wants his/her paycheck to be deposited into another bank account will need to contact the ASU OneCard Office.

#### **Temporary Employees:**

Your payroll options are:

1. An electronic deposit to your ASU OneAccount
2. Paper Check
3. An electronic deposit to another bank account

#### ***Temporary Employees who were former students, faculty member, or staff members of ASU:***

Temporary employees who have been a student, faculty member, or staff employee at Angelo State University in the past and were given an ASU OneCard will automatically have their paychecks deposited into their ASU OneAccount. A temporary employee that wants his/her paycheck deposited into another bank account will need to contact the ASU OneCard Office.

#### ***First-time Temporary Employees who have never been employed or enrolled at ASU:***

Temporary employees who have never been issued an ASU OneCard will be issued a paper paycheck which must be picked up at the Student Accounts/Bursar's Office located in the Mayer Administration Building, Room 100.

A temporary employee that wants his/her paycheck set up as an electronic deposit must complete a *Direct Deposit Form* and turn the form into the Payroll Office for setup. Even if setting up an electronic deposit, your first paycheck will be a paper check and must be picked up at the Student Accounts/Bursar's Office.