

## ***PAYROLL CHECK DISTRIBUTION (MONTHLY)***

### **State and Off-Campus Affiliated with Auburn University**

On the last working day of the month, those Alabama Cooperative Extension employees who are in a merged unit receive their checks directly from that unit. Alabama Cooperative Extension System employees not in a merged unit receive their monthly payroll checks through the System internal mail system on the last working day of the month.

Monthly payroll checks for off-campus locations are mailed to those locations the day before the last working day of the month. Each individually addressed and sealed check is sent first class mail in an envelope addressed to the CEC. If checks are not received on the last working day of the month, off-campus locations may contact the Mail Room (334-844-4973) in Duncan Hall. The U.S. Postal Service tries to have one day delivery to all locations within the state of Alabama but not always does the envelope containing checks arrive on pay day.

**We encourage all System employees affiliated with Auburn University to have direct deposit to assure them that their pay will arrive on payday.**