

MEMORANDUM

TO: Southwestern College Employee
FROM: Payroll Services, Room 1660
SUBJECT: **Paycheck Distribution**

CONTRACT AND HOURLY/SHORT-TERM EMPLOYEES

Paychecks for all employees will be available in the Payroll Services Office, Room 1660 or in their Department/School on the last working day of the month.

PAYCHECK DISTRIBUTION

Checks will be released to the employee only. However, should circumstances arise in which the employee is unable to pick up his/her check, the employee may designate another person to do so. This designated person must provide written authorization from the employee allowing the release of his/her check along with a picture I.D. before the check will be released.

Paychecks will be distributed in the following offices:

Part-Time Hourly Instructors	School/Department
Overload for Contract Instructors	School/Department
Contract Instructors	School/Department
Classified Employees	School/Department
Student Workers	Student Accounts & Cashiering, Room 104