PAYROLL INFORMATION

EARNINGS DISTRIBUTION

Student employees are paid every other Thursday. You can use the Student Employee Pay Schedule in this handbook to determine the dates you'll be paid.

UW-Madison requires direct deposit of student earnings. Direct deposit ensures that your pay is deposited into your account no later than 10:00am on pay day. In addition, you can access your earnings during winter recess, spring break, or other times when you may be away from campus.

You can set up direct deposit of your earnings into a savings or checking account at any financial institution in the United States. You may also spread your earnings out over up to five different accounts. To set up direct deposit, you need to know your financial institution's routing number and your account number(s). Direct deposit can be set up in Workday, which can be accessed via MyUW. For detailed instructions on how to set up your direct deposit, please visit: https://kb.wisconsin.edu/workday/internal/144638

You should complete your direct deposit information before the end of the pay period in which you begin employment. Please note it may take several days for your direct deposit information to be entered into the campus payroll system. If submitted too late, your paycheck may not be directly deposited into your account(s). Instead, a Focus card will be mailed to the "home" address listed in MyUW – you may not receive your Focus card on the actual pay date if it's mailed to you.

After setting up direct deposit, if you decide to redirect your earnings to a different financial institution or account, you must update your direct deposit information in Workday. You should not close the old account until after you have verified that your direct deposit has been redirected to the new account.

If you do not sign up for direct deposit, you will be required to use an alternate payment system designated by UW.

If you are rehired after a break in employment, your prior financial institution and account designation for direct deposit may be able to be reactivated if the break in employment was less than six months. However, it is always best to review direct deposit information after an employment break of any duration to eliminate the possibility of directing earnings to a closed account or to a prior financial institution.