



ANGELO STATE UNIVERSITY

PAYROLL OPTIONS FOR STUDENTS AND TEMPORARY EMPLOYEES

FOR STUDENT AND TEMPORARY EMPLOYEES, PAYDAY IS USUALLY ON THE 10TH AND 25TH 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

Funds will be distributed based on chosen refund preference established when the OneCard was activated. Any changes to payroll preference should be done at asuone.com. Questions regarding the OneCard Accounts should be addressed in the ASU One Card Office by phone (325) – 942 – 2331 or email onecard@angelo.edu.

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.