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Name:	Payroll – Method of Payment
Policy Number:	6-1005
Origin:	Human Resources
Approved:	1 March 1993
Issuing Authority:	Director, Human Resources
Responsibility:	Director, Human Resources
Effective Date	1 September 2007
Revision Date(s):	1 July 1997 1 September 2007

All employees of Saint Mary's University are paid through mandatory Direct Deposit.

To change the bank transit number, the bank branch number, or the employee account number, complete the Banking Information Change Form and attach a VOID cheque or deposit advice. This form is available on the [Human Resources](https://smu.ca/about/hr-and-payroll-forms.html#6) website (<https://smu.ca/about/hr-and-payroll-forms.html#6>). **Please note that a signature is always required in order to change the banking information.** Normal cut-off dates apply. Failure to notify Payroll Services of bank information changes in a timely manner will result in a payment delay.

Pay stubs may be accessed online through [Employee Self Service](http://selfservice.smu.ca/) (<http://selfservice.smu.ca/>).