

# Paychecks

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## **Bi-Weekly Paychecks:**

Students paid hourly receive a bi-weekly paycheck, which is directly deposited into the student's bank account (Direct Deposit is mandatory on campus).

It is the student's responsibility to enter their time into MaineStreet. (Please note: Some employers do not allow their student workers to enter their time into MaineStreet. Please follow instructions from your employer).

It is the employer's responsibility to make sure all student time is entered and approved for each pay period.

In order to be paid on time all paperwork must be completed by the department and the student. (Employment Authorization, W-4, W-4ME, I-9 and Direct Deposit Form).

## **Monthly Paychecks:**

Students who are on an assistantship or in the MAT program will receive a monthly stipend. This stipend will be directly deposited in the student's bank account on the last day of each month.

In order to be paid on time students must have a current W-4, W-4ME, I-9 and Direct Deposit form on file with the payroll department.

Please Note: The Payroll Office can only speak with the employee about their paychecks. Parents cannot obtain information for their student employee.