



## **Storrs Campus Check Distribution for the Week of Christmas**



Checks for the week of Christmas will be made available to departments for distribution on Wednesday, 12/23/15. Distribution will take place in the Payroll Office (Rm. 334, Budds Building), from 12:00 p.m. to 3:00 p.m.

We expect that direct deposit payments will be made on 12/23/15, and checks will be printed with a date of 12/24/15. Checks dated 12/24/15 can be cashed after 3:00 p.m., on 12/23/15 (the official start of the next banking day).

Departments that have submitted an “Authorization to Send Checks via Campus Mail,” will receive their checks on Wednesday, 12/23/15. Departments that have not submitted an “Authorization to Send Check via Campus Mail,” and do not claim their checks in the Payroll Office on Wednesday, 12/23/15; will receive their checks in the campus mail on Thursday, 12/24/15.

If you have any questions, please do not hesitate to contact our main office at (860) 486-2423.

### **Distribution Information for Regional Campuses**

Regional campuses located in Hartford will receive their checks on 12/23/15.

The Avery Point, Stamford, Torrington, and Waterbury campuses will receive their checks, via FedEx, on 12/24/15. Please notify the Payroll Department by 12/21/15, if you would prefer to send a representative from your campus to claim your checks in lieu of having them delivered.