Please note that this process will be changing with the arrival of UCPATH to UC Davis (coming Spring 2019)

**How and Where Does a Student Employee Get Paid?**

**This is the student's first campus job**

- Yes
- No

**The student had another campus job that ended or have a concurrent campus job**

- Yes
- No

**Did they sign up for direct deposit?**

- Yes
- No

- All the student employee’s pay is deposited in their bank account on the bi-weekly pay day. Please note that direct deposit takes 2-3 pay cycles to activate.

- Paper checks are delivered on the bi-weekly pay day to the student’s home department—the first place on campus they ever received pay as an employee.

**Did they themselves (or dept help) check if it’s at their home dept, Student Accounting, or with the central Payroll office?**

- Yes
- No

- If the check is lost without being found in the usual delivery locations, OCP Personnel can assist in completing the documentation needed to replace it. Damaged checks are also eligible for this service.

- The student should check with the depts they work/ed with to confirm if there was any delivery. Once that information has been gathered, the OCP Personnel office can assist further.

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**Pay Processing Resources at a Glance**

**OCP Personnel**: Can assist OCP staff and their unit with any pay irregularities and/or situations as needed.

**AYSO**: Where all campus staff can review pay statements. Can be helpful to review pay totals, deductions, and find the check number for lost check situations. Please note that not all students have access to AYSO, and OCP Personnel can support their enrollment if needed.

**Central Payroll Services**: A call to their help line (530-752-7750) can identify where a missing paper check may be.

**Shared Services Organization**: Please contact first if needing support. Can support on time sheet actions. OCP Personnel can be engaged to support on any pay issues to ensure proper routing with the Shared Services Organization.