

## Paychecks/Paydays

Detroit Mercy has two pay frequencies—biweekly (26 pays per year) and monthly (12 pays per year). Adjunct faculty are paid monthly. All other employees are paid biweekly. More detailed information about pay schedules is located on the HR website.

Employees can view the details of their pay information (e.g., earnings and deductions) via TitanConnect Self Service or on their paycheck stub. Employees are encouraged to take advantage of the convenience and security offered by direct deposit. Please contact HR/Payroll with any questions about your pay or how to sign up for direct deposit.

If you do not receive a paycheck or direct deposit on payday, notify your supervisor and HR/Payroll, who will work together to investigate the matter. Lost or stolen paychecks should be reported directly to the HR/Payroll Department.