

## Information for New Members and Visitors Being PAID DIRECTLY by IAS

- Payroll Enrollment

Members **being paid directly** by IAS must have an appointment with the Comptroller's Office to enroll in the monthly payroll. Please have the following items in order prior to your appointment:

- Bank Account Information for Direct Deposit

If you would like your monthly IAS payment directly deposited into a bank account, you may use an existing U.S. account, or open one locally. Many members choose PNC Bank, located at 76 Nassau Street and Palmer Square in Princeton. This branch has a relationship with IAS and is familiar with our Members, and offers free checking for direct deposit accounts. The IAS shuttle makes stops at this location daily. Bring a blank voided check\* with you to your payroll appointment.

\*We cannot accept U.S. bank account and routing numbers in a handwritten note, or by quoting it in an email. You must provide something "official" from your bank, such as a blank voided check, a bank statement showing your bank information, or a "direct deposit" form provided by your bank.

- Receipts for Travel Reimbursement –Your school's membership award letter will indicate if you are receiving reimbursement for expenses related to your travel to IAS, as well as the amount allotted. *If there is no mention of reimbursement in your letter, you are not eligible.* Please bring all original receipts with you to present during your payroll appointment. If you drove your personal vehicle, mileage will be reimbursed at the current government approved rate.
- Schedule your payroll appointment by contacting Tina Gaspari via email, [gaspari@ias.edu](mailto:gaspari@ias.edu), or call Ext. 8209. Appointments are available Monday through Wednesday.
- The Comptroller's Office is located in the ECP Building, at the south end of Olden Lane (#12, letter "q" on the IAS campus map). ECP also houses Crossroads Nursery School and the fitness center.

- Payroll Enrollment Deadline

- Term I - 5:00 p.m., Monday, September 23, 2019
- Term II - 5:00 p.m., Monday, January 27, 2020

- Additional Payroll Information

- Members are paid on the last business day of the month. If you arrive in September, your first pay will be September 30th, provided you meet with our office by the deadline. If you arrive in January, your first pay will be January 31. Member paystubs are delivered to office mailboxes; please retain this payroll record for your file.
- Deductions - Your monthly IAS charges will be deducted from your check. These may include rent,\*\* health/dental insurance, and "Misc. A/R."\*\*

**\*\*Misc. A/R** – This may include dining hall charges, telephone service, postage, laundry card, pet registration, firewood, or any other item charged to your IAS I.D. card. A separate statement will be included with your paystub, detailing the charges.

**\*\*\*Rent**

- Term I - If you arrive in September, September and October rent will be deducted from your September check. Going forward, rent will be deducted a month in advance, i.e., November rent will be deducted from your October pay, etc.
- Term II - If you arrive in January, January and February rent will be deducted from your January check. Going forward, rent will be deducted a month in advance, i.e., March rent will be deducted from your February pay, etc.
- Rent for the arrival and departure months (if not here for the entire month) will be pro-rated. Please refer to Use and Occupancy Agreement for pro-ration method.

# IAS

## INSTITUTE FOR ADVANCED STUDY



Map is not to scale