Payroll Orientation

- AIU banks with Kuwait International Bank.
- All employees are required to have a local bank account to transfer their salary.
- AIU will process and administer cheque payments for employees who don't have a local bank account.
- Banks require a valid Civil ID copy to open a salary account.
- Salary will be paid on the last working day of every month.
- If your bank account is with KFH or KIB you can expect your salary to be deposited in your account on the last day of the month.
- If your bank account is with any other bank, expect a delay of an additional 2-3 working days for the funds to be transferred from the AIU salary account to your bank.
- An email notification will be sent to all employees when payroll has been processed and sent.
- Payroll does not accept any changes to bank deposit instructions after 9 a.m. on the 25th of the month.
- Overseas employees will get transport & HR personnel assistance for monthly cheque encashment and money exchange services.
- Employees who join AIU after the 25th of the month will get a cash payment at the end of the month.
- Security deposit can be deducted in 2-3 equal instalments at the employee's request.
- The W2 Form will be issued to US Nationals every year in February.

@AIU_KW

Saad Al-Abdullah, East Naseem, Block 3
aiu.edu.kw | +965 22262500