



AIU Salary Payment, Banking, Wire Transfer information

Your Salary Payment

Staff salaries are paid either by check, or bank transfer on the last working day of the month. An email announcement of salary transfer is sent to all employees by the University HR department. Note that all new employees who do not have a local bank account, will receive their salary by check until a bank account is opened. Employees who already have a local bank account will need to update Bamboo with their bank account information within the first week of employment so that their salary can be transferred electronically. If you receive a check for payment, it will be ready to collect at your convenience at the Finance Office (located in the main lobby) from the 1st working day of the month, from 8:00 AM to 4:30 PM. Checks must be cashed at a Kuwait International Bank (KIB) branch in person.

Transport to Bank during working hours

If you need transportation to the bank to cash your salary check, please contact the HR office so that we can arrange to have one of our university drivers take you to the bank off-campus during the workday. You should allow for 40 minutes total and will need to bring your passport as ID with you to the bank. We operate bank shuttle runs during the first week of each month for check cashing. Please notify your supervisor and department office of your absence for banking purposes. The first three trips to the bank may be requested as work related time off on BambooHR, the fourth trip will be non-work related. Once your KIB bank account is opened, you will no longer receive a salary check and will instead have your salary deposited directly into your local bank account.

Local Banking

We assist new staff in opening new bank accounts with KIB (Kuwait International Bank). They have online banking and wire transfer options and are the most popular full-service local bank. Ask the HR department team for assistance if you need to open a bank account.