

UP 31.01.07.H0.01: Direct Deposit of Payroll Payments



Approved: October 29, 2012
Next Scheduled Review: January 2014

Procedure Statement

Texas A&M University-Texarkana (A&M-Texarkana) is dedicated to providing accurate, timely and efficient electronic deposit for all employees. Direct deposit is the safest, most efficient means of transferring employee pay into personal checking and savings accounts. The A&M-Texarkana Payroll Services Office supports and assists departments in educating employees on the advantages and details of the program.

Reason for Procedure

To establish procedures for a direct deposit program at A&M University-Texarkana. This procedure is required by and implements the requirements of System Regulation 31.01.07.

Participation

A&M-Texarkana encourages all employees to participate in electronic direct deposit for their payroll amounts. Pay is available at the opening of business on payday.

Procedures

1. The *Direct Deposit Authorization* form, is made available to the new employee as part of the new employee process. All new employees should be strongly encouraged to sign up for direct deposit.
2. Employees may indicate any changes they would like to make to their direct deposit, e.g. change in banks, by completing a *Direct Deposit Authorization* form. The form is available in HRConnect through Single Sign On. As an alternative to Single Sign On, complete a *Direct Deposit Authorization* form and forward to the A&M-Texarkana Payroll Services Office for processing.
3. Copies of all *Direct Deposit Authorization* forms are maintained in the employee's payroll file by the A&M-Texarkana Payroll Services Office.
4. Employees enrolled in direct deposit will receive an electronic notification of earnings from the payroll services office confirming that the payroll data is available on HRConnect. The employee will not receive a paper retainer.

Related Statutes, Policies, or Requirements

The A&M System Regulation 31.01.07, *Direct Deposit*: <http://policies.tamus.edu/31-01-07.pdf>

Contact Office

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