

31.01.07.H1.01 Direct Deposit of Payroll Payments

Approved: June 2020
Next Scheduled Review: June 2025



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 saving accounts. A&M-Texarkana Payroll Services supports and assists departments in educating employees on the advantages and details of the program.

Reason for Procedure

This procedure serves as a guideline for the direct deposit of payroll payments from A&M-Texarkana to its employees. The procedure is governed by [System Regulation 31.01.07, Direct Deposit of Payroll Payments](#).

Procedures and Responsibilities

1. GENERAL

- 1.1 State law requires the State Comptroller of Public Accounts to make certain payments through direct deposit. These payments include state employee payroll payments from funds on deposit in the State Treasury.
- 1.2 Payments to employees and vendors that are made with institutional funds of an agency or institution of higher education are excluded from the mandatory direct deposit requirement. This exclusion applies even when the agency or institution of higher education may request reimbursement through the State Comptroller's Office from funds maintained in the State Treasury. However, Texas A&M University System members are urged to provide direct deposit services through local programs for these payments.
- 1.3 A&M-Texarkana encourages all employees to participate in electronic direct deposit for payroll as it delivers pay to the employee more quickly and eliminates the risk of lost and outstanding payroll checks.

2. PROCEDURES

- 2.1 All newly hired employees are required to complete the payment election step in Workday during the onboarding process.
- 2.2 Current employees will use the payment election option in Workday to set up or change their current direct deposit information.
- 2.3 Employees may elect to divide their pay into a maximum of five (5) separate accounts.
- 2.4 Responsibility lies with the employee to ensure their bank routing/transit and account numbers are correct when enrolling in direct deposit.
- 2.5 If an employee's direct deposit is incorrect and the payment is rejected, the replacement pay cannot be processed until A&M-Texarkana has confirmation the funds have been returned to its banking institution.
- 2.6 If an employee chooses to receive a paper check, they will be able to pick up their paycheck on payday from the Payroll Services Coordinator. Photo identification may be required before the check is released.
 - 2.6.1 If an employee chooses to receive a paper check and does not pick it up within three (3) business days from payday, it will be mailed to the address on file.
 - 2.6.1.1 A reprint is available for a lost check. However, after three (3) lost checks, the employee will be required to pick up their paycheck in person or sign up for direct deposit.
 - 2.6.1.1.1 Should the employee not be able to pick up their paycheck in person, the employee may pay the fees associated with mailing the paycheck via certified mail to ensure delivery.

3. CHANGING OR CANCELING DIRECT DEPOSIT INFORMATION

- 3.1 An employee can change their direct deposit information or discontinue direct deposit at any time by changing their payment elections in Workday. However, the pay calculation date should be considered when making any changes to direct deposit to avoid unintended consequences.
 - 3.1.1 It is highly recommended if canceling or changing bank information to check the pay calculation date, either with the Payroll Services Coordinator or by looking at the pay calendar on the Payroll webpage. Do not cancel an old account until confirmation can be made that the direct deposit will be going to the new account.

3.1.2 If a direct deposit is returned due to account closure, replacement pay cannot be issued until A&M-Texarkana has confirmation the funds have been returned to its banking institution.

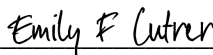
Related Statutes, Policies, or Requirements

[System Regulation 31.01.07, Direct Deposit of Payroll Payments](#)

Contact Office

Human Resources & Payroll Services
903-223-3097
payroll@tamut.edu

Approved:

DocuSigned by:

294C40394DF1466
Emily R. Cutrer, Ph.D.
President, Texas A&M University - Texarkana

6/5/2020

Date