

FACULTY SUMMER PAY OPTIONS

Save for Summer

The *Save for Summer* program allows employees who work less than 12 months a year to extend their pay over 12 months. By completing the *Save for Summer* enrollment form, the employee authorizes Texas A&M University-Texarkana to withhold a specified amount from net pay each month and distribute those funds in three equal installments on the July, August and September pay dates.

**If enrolled, Save for Summer will be listed in the Post-Tax Deductions section of your pay slip.*

If you have questions or need to make changes to your *Save for Summer* enrollment, contact the *Payroll and Leave Coordinator* at (903) 223-3097 (ext. 3097) or payroll@tamut.edu.

Workday Multiple Bank Account Feature

Workday allows everyone to direct part of their paycheck to one or more checking and/or savings accounts, and is an alternative for those participating in *Save for Summer*.

Faculty who work less than 12 months and want to have pay available during the summer months can use Workday to direct part of their paycheck into one or more checking and/or savings accounts to be used during the summer months.

Instructions:

1. Have/set-up at least one additional checking and/or savings account at your bank or credit union.
2. In Workday, click **Pay**, then click **Payment Elections**.
3. Under Accounts, click **Add** and follow the instructions to add the additional account(s).
4. Under **Payment Elections**, click **Edit** and click the **Plus Sign** to add an account. Identify the new account(s) you created.
5. Under Balance/Amount/Percent, enter the appropriate amount or percentage you want withheld from net pay each month.
6. Click **Ok**.

**Total of all direct deposit accounts selected must equal 100% of net pay.*

Tip:

Enter 25% to keep pay fairly even over a 12-month period.