

# 31.01.07.D0.01 Direct Deposit of Payroll Payments



Approved: May 15, 2013  
Revised: May 26, 2015  
August 18, 2020  
Next Scheduled Review: August 18, 2025

## Procedure Summary

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Texas A&M University-Central Texas (A&M–Central Texas) 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. All employees of the University are eligible for direct deposit.

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## Definitions

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Employee – for the purpose of the direct deposit requirement, this term includes biweekly, monthly, hourly, temporary and part-time employees. The term does not include independent contractors or the employees of independent contractors.

Payroll Calculation – Date at which payroll processes. This date is set by the Texas A&M University System Office of Budgets/Payroll/Personnel (B/P/P) in College Station and is not flexible.

Workday – the Texas A&M University cloud based System used for time keeping and for tracking the accumulation and usage of paid and non-paid leave.

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## Procedure

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### 1. GENERAL

- 1.1 State law requires employee payrolls paid from funds on deposit in the State Treasury to be made through direct deposit.
- 1.2 The university has determined that all employee payrolls paid from local funds may also be made through direct deposit.

### 2. PROCEDURES

- 2.1 Direct Deposit enrollment is available to new employees as part of the new employee process in Workday. If new employees do not enroll in Direct Deposit

via Workday, they will be paid via a manual check. The check is mailed to the mailing address listed in Workday.

- 2.2 Employees may enroll in direct deposit or indicate any changes they would like to make to their direct deposit, e.g. change banks, at any time via Workday through [Single Sign On](#). The employee must be aware of the payroll calculation date in order to verify which account their next scheduled pay will be deposited-the old account or new account. These dates are posted on the Office of Human Resources Canvas Community page.
- 2.3 In addition, employees who receive accounting reimbursements, such as travel voucher payments, are encouraged to sign up for direct deposit of these reimbursements via Workday through Single Sign On.

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## **Related Statutes, Policies, or Requirements**

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[Texas Labor Code, Chapter 61, Payment of Wages](#)

[Texas State Comptroller Direct Deposit Manual](#)

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

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## **Contact Office**

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