



31.01.07.D0.01 Direct Deposit of Payroll Payments

Approved: May 15, 2013
Revised: May 26, 2015
Next Scheduled Review: May 26, 2018

Procedure Statement

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 saving accounts. All employees of the University are eligible for direct deposit of employee payrolls.

Reason for Procedure

This procedure is required by and implements requirements of System Regulation 31.01.07 Direct Deposit of Payroll Payments; and to define procedures for the Direct Deposit program at A&M–Central Texas.

Procedures and Responsibilities

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 The Direct Deposit Authorization form is made available to new employees as part of the new employee process. This form allows employees to elect or decline participation in the program.
- 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 HRConnect 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 Employee](#)

[Services website in the Payroll Services section website](#) or can be obtained by calling [the Employee & Payroll Liaison Associate. Payroll Services](#).

- 2.3 As an alternative to the Single Sign On option an employee may complete a hardcopy Direct Deposit Authorization form and forward to the Office of Employee Services for processing.
- 2.4 Copies of all Direct Deposit Authorization forms are maintained electronically or in the employee's personnel file by the Office of Employee Services.
- 2.5 Employees enrolled in Direct Deposit will receive an electronic notification of earnings from the Office of Employee Services confirming that the payroll data is available on HRConnect. The employees will not receive a paper retainer.
- 2.6 In addition, employees who receive accounting reimbursements, such as travel voucher payments, are encouraged to sign up for direct deposit of these reimbursements via HRConnect through Single Sign On.

Related Statutes, Policies, or Requirements

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

[Texas State Comptroller Direct Deposit Manual](#)

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

Definitions

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.

HRConnect – The Texas A&M University System online Human Resources system that list personal data, payroll data, and benefits data among others for employees of The Texas A&M University System.

Contact Office

Office of Employee Services
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