

31.01.07.00.01 Direct Deposit of Payroll Payments

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Procedure Statement

This Procedure will define how direct deposit can be established at Texas A&M University-San Antonio (A&M-San Antonio) and the parameters surrounding the enrollment and receiving payroll earnings by direct deposit.

Reason for Procedure

A&M-San Antonio encourages all employees to receive their payroll earnings by direct deposit. This is in the best interest of the University community as a whole and cuts down on University expenses. This Procedure is required in accordance with System Regulation [31.01.07 Direct Deposit of Payroll Payments](#).

Official Procedure

1. GENERAL

- 1.1 Texas A&M University-San Antonio employees are initially given the option to enroll in direct deposit when they are hired.
- 1.2 During new employee orientation, Human Resources Department will outline the process for enrolling in direct deposit.
- 1.3 New employees must complete a Payroll Direct Deposit Authorization Form even if they request an exemption not to have their pay direct deposited.

2. ENROLLMENT

- 2.1 Employees of Texas A&M University-San Antonio have two methods available to them to enroll in direct deposit during new employee orientation:

2.1.1 Enrollment via a Payroll Direct Deposit Authorization Form.

2.1.2 Enrollment via HRConnect.

2.2 Responsibility lies with the employee to ensure that their bank routing/transit and account numbers are correct when enrolling in direct deposit. If enrolling using the Payroll Direct Deposit Authorization Form a voided check must be attached to the form when depositing to a designated account.

2.3 Upon enrollment, the employee should contact Payroll Services to see if their next scheduled payment will be processed via direct deposit or will they receive a check.

2.4 Payroll direct deposits can only be made to one bank routing/transit number and bank account number.

3. EXEMPTION

3.1 Employees of Texas A&M University – San Antonio have the right to exempt themselves from enrollment in direct deposit. Employees who choose to exempt themselves from enrollment in direct deposit must complete the exemption section on the Payroll Direct Deposit Authorization Form.

3.2 Once an employee exempts themselves from direct deposit enrollment, no other attempt to encourage their enrollment in direct deposit will be made by Payroll Services.

3.3 If an employee previously exempted themselves from enrollment in direct deposit and wishes to enroll; they can only enroll via the Payroll Direct Deposit Authorization Form.

4. CHANGING DIRECT DEPOSIT INFORMATION

4.1 At any time an employee can change their direct deposit bank information. However the employee must be aware of the payroll calculation date in order to verify which account their next scheduled pay will be deposited to-the old account or new account. These dates are posted on the Payroll Services website or can be obtained by calling Payroll Services.

4.2 Reversals/Deletions:

If an employee's direct deposit account information is incorrect (account number incorrect, account closed, or change in account) Payroll Services will delete/reverse the transaction.

4.2.1 If Payroll Services is notified within one day after payroll calculation date the employee will be issued a check on payday.

4.2.2 If Payroll Services is notified two days or more after payroll calculation date the employee will be issued a check within 3 business days after the payday.

5. CANCELING DIRECT DEPOSIT

5.1 An employee can cancel direct deposit at any time they choose.

5.2 Canceling direct deposit can be submitted via the Payroll Direct Deposit Authorization Form, or via HRConnect. Employees must be mindful of the payroll calculation date when canceling their direct deposit of their paycheck.

5.3 Payroll Services reserves the right to delete an employee's payroll ACH if the routing/transit and bank account numbers reject a payroll ACH after a payroll ACH is transmitted. Payroll Services will contact the employee in regards to the failed ACH, issue a manual check for the failed ACH amount, as stated in 4.2.2 and attempt to have the employee to update their ACH information.

Related Statutes, Regulations, or Requirements

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

[Texas Government Code Chapter 403 § 403.016. Payroll Calculation Calendars](#)

Forms

[Direct Deposit Authorization Form](#)

Definitions

Automated Clearing House (ACH) – An electronic network for financial transactions in the United States, which include direct deposit payments

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

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