

## 31.01.07.R0.01 Direct Deposit of Payroll Payments

Approved April 1, 2013  
Next Scheduled Review: April 1, 2018



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### Procedure Statement

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Texas A&M University-Commerce 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. The A&M-Commerce Payroll Services Office supports and assists departments in educating employees on the advantages and details of the program.

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### Reason for Procedure

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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-Commerce.

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### Procedures and Responsibilities

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#### 1 PARTICIPATION

A&M-Commerce encourages all employees to participate in electronic Direct Deposit for their payroll accounts. Pay is available at the opening of business on payday.

#### 2 PROCEDURE

- 2.1 The *Direct Deposit Authorization* form is made available to the new employee as part of the new employee process. All new employees should be strongly encouraged to sign up for direct deposit.
- 2.2 Employees may indicate any changes they would like to make to their direct deposit, e.g. change banks, by completing a *Direct Deposit Authorization* form. The form is available in the HRConnect through [Single Sign On](#). As an alternative to the Single Sign On option an employee may complete a hardcopy *Direct Deposit Authorization* form and forward to the Payroll Services Office for processing.
- 2.3 Copies of all *Direct Deposit Authorization* forms are maintained electronically or in the employee's payroll file by the Payroll Services Office.

2.4 Employees enrolled in Direct Deposit will receive an electronic notification of earnings from the Payroll Services Office confirming that the payroll data is available on HRConnect. The employees will not receive a paper retainer.

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

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

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## **Contact Office**

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Payroll Services  
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