

31.01.07.C0.01 Direct Deposit of Payroll Payments



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Revised: February 20, 2017
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Procedure Statement

Texas A&M University-Corpus Christi personnel shall adhere to the guidelines set forth in System Regulation 31.01.07 Direct Deposit of Payroll Payments. This procedure describes the process that must be followed for enrolling in and receiving payroll earnings by direct deposit.

Reason for Procedure

This procedure defines how direct deposit can be established at Texas A&M University-Corpus Christi for enrolling in and receiving payroll earnings by direct deposit in accordance with the Texas A&M System Policies and Regulations and University Rules and Procedures.

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.

Procedures and Responsibilities

The Payroll Services office is responsible for establishing procedures for enrolling in and receiving payroll earnings by direct deposit.

1. GENERAL

- 1.1. Texas A&M University-Corpus Christi requires all employees to receive their payroll earnings by direct deposit. This is in the best interest of the university community as a whole and reduces university expenses. This process is required

in accordance with System Regulation 31.01.07 Direct Deposit of Payroll Payments.

- 1.2. During new employee processing, the Human Resources department will provide instructions for enrollment in the new hire materials.

2. ENROLLMENT

- 2.1. Employees of Texas A&M University-Corpus Christi have two methods available to them to enroll in direct deposit.

- 2.1.1. Enrollment is available via a Direct Deposit Authorization Form. The employee must come in to Payroll Services to complete the form.

- 2.1.2. Enrollment is available through TAMUS employee self-service functions in Single Sign-On.

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

- 2.3. Upon enrollment, the employee may contact Payroll Services to see if the next scheduled payment will be processed via direct deposit or if a check will be issued.

3. CHANGING DIRECT DEPOSIT INFORMATION

- 3.1. An employee can change the direct deposit bank information at any time. However the employee must be aware of the payroll calculation date (due date) in order to verify which account the next scheduled pay will be deposited – the old account or new account. These dates can be obtained by contacting the Payroll Services by email at payroll@tamucc.edu.

- 3.1.1. If Payroll Services is notified by the employee after the payroll calculation date, the employee will be issued a check on payday.

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

- 3.2.1. If Payroll Services is notified by the employee two or more days after the payroll calculation date, the employee will be issued a check once Payroll Services receives notification from the bank that the funds were not delivered to the employee.

4. TRAINING

Training is available for setting up direct deposit. The process is documented on the Payroll Services website at <http://comptroller.tamucc.edu/payroll/Reference%20Material.html> and the new hire materials also include the link to the website with instructions on how to enroll for direct deposit.

5. MONITORING

When an Employee Payroll Action is created for a new hire, Payroll Services sends out an e-mail to the new employee with instructions on how to enroll for direct deposit. If a payroll check is generated before the employee signs up for direct deposit, Payroll Services will remind the employee about direct deposit enrollment and a flyer will be provided with a link to the Payroll Services website for instructions when the payroll check is picked up. In the event that an employee does not sign up for direct deposit within a reasonable amount of time, the employee and supervisor are sent a reminder email.

Related Statutes, Policies or Requirements

Texas Government Code [Chapter 403 – 403.016](#)
System Regulation [31.01.07 Direct Deposit of Payroll Payments](#)
University Rule [29.01.99.C1 Security of Electronic Information Resources](#)

Appendix

[Direct Deposit Sign-Up](#)
[Payroll Calculation Calendars](#)

Contact Office

Contact for clarification and interpretation: Director of Payroll
(361) 825-2408