UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to provide clarification for the enrollment and disbursement process of payroll payments made via direct deposit.

Definitions

Automated Clearing House (ACH) - an electronic network for financial transactions governed by the National Automated Clearing House Association (NACHA) and controlled through the system banking services agreement.

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.

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

Official Procedures and Responsibilities

1. GENERAL

1.1 State law required the State Comptroller of Public Accounts to make certain payments through direct deposit. These payments include state employee payroll payments from funds on deposit in the State Treasury.

1.2 PVAMU has opted to make all University payroll payments to employees and vendors, including payments made with local funds, through direct deposit.

2. PROCEDURE

2.1 All new PVAMU employees will be required to complete a Direct Deposit Authorization Form during their New Employee Orientation session. The form allows employees to elect or decline participation in the Direct Deposit program.

2.2 The Office of Payroll Services will enter direct deposit enrollments into the Budget/Payroll/Personnel (B/P/P) system.
2.3 The Office of Payroll Services will maintain the Direct Deposit Authorization Form on file for examination by the State Comptroller's Office or the State Auditor's Office.

2.4 All employees have the option to enroll in direct deposit at a later date via HRConnect through Single Sign On.

2.5 Responsibility lies with the employee to ensure that their bank routing/transit and account numbers are correct when enrolling in direct deposit.

3. CHANGING DIRECT DEPOSIT INFORMATION

3.1 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 - the old account or new account. These dates are posted on the Office of Payroll Services website or can be obtained by calling the Office of Payroll Services.

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

3.3 Requests for reversals/deletions are guided by the regulations of the Originating Depository Financial Institution for the system.

4. CANCELING DIRECT DEPOSIT

4.1 An employee can discontinue direct deposit payments at any time by submitting the request via HRConnect through Single Sign On. Employees may also complete a new Direct Deposit Authorization Form and select the ‘cancel service’ option. Employees must be mindful of the payroll calculation date when canceling their direct deposit.

4.2 The Office of Payroll Services reserves the right to delete an employee’s payroll ACH if funds were transmitted in error. The Office of Payroll Services will contact the employee in regards to the incorrect ACH.

Related Statutes, Policies, Regulations and Rules

System Regulation 31.01.07 Direct Deposit of Payroll Payments

System Regulation 21.01.03 Disbursement of Funds

Texas Government Code, Chapter 403 § 403.016

Texas State Comptroller Direct Deposit Manual

Texas Labor Code, Chapter 61 Payment of Wages
Forms

Direct Deposit Authorization Form

Contact Office

Office of Payroll Services 936-261-1904