Rule Statement

This rule provides guidelines for the direct deposit of payroll payments to employees of Texas A&M University – Kingsville.

Reason for Rule

This procedure is required in accordance with System Regulation 31.01.07  Direct Deposit of Payroll Payments and complies with state law requiring the State Comptroller of Public Accounts to make certain payments through direct deposit.

Procedures and Responsibilities

1. Procedures

1.1.1 The Direct Deposit Authorization form is made available to the new employee as part of the on-line New Hire Packet and also referenced during the New Employee Orientation.

1.1.2 Employees are also offered the option on the form to elect or decline participation.

1.1.3 Employees may initiate changes to their initial form by completing a new Direct Deposit Authorization form. This form is available in HRConnect through Single Sign On. A paper copy is also available in the Human Resources office and the employee will be responsible for completing the form and providing the form and a voided bank check to Human Resources.

2. Roles and Responsibilities

2.1.1 Human Resources, after New Employee Orientation, will scan the forms and attach to the EPA and send to Payroll. Student Workers direct deposit selection forms are collected through Financial Aid and provided to Payroll for processing.
2.1.2 HR will provide the paper forms submitted for changes to the Payroll Office and these will be maintained by the Texas A&M University – Kingsville Payroll Office. These should be maintained available for examination by the State Comptroller’s Office or the State Auditor’s Office.

2.1.3 The employee will be responsible for initiating changes, submitting forms to support changes, and insuring timely filing of the related forms.

Related Statutes, Policies, or Requirements

System Regulation 31.01.07 Direct Deposit of Payroll Payments
Texas State Comptroller Direct Deposit Manual
System Policy 21.01.03 Disbursement of Funds

Definitions

Employee – for the purpose of the direct deposit requirement, this term includes biweekly, monthly, hourly, temporary, part-time employees, and student employees. This term does not include independent contractors or the employees of independent contractors.

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.

Single Sign On – The system which handles your logon access (using your UIN and protected password) to web based applications.

Contact Office
Payroll Office
(361) 593-3701