

31.01.07 Direct Deposit of Payroll Payments



Revised [December 7, 2016](#)

Next Scheduled Review: December 7, 2021

Click to view [Revision History](#).

Regulation Statement

This regulation provides guidelines for the direct deposit of payroll payments to employees of The Texas A&M University System (system).

Reason for Regulation

This regulation establishes uniform procedures for members related to the direct deposit of employee payrolls.

Definitions

Click to view [Definitions](#).

Procedures and Responsibilities

1. GENERAL

- 1.1 State law requires 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 Payments to employees and vendors that are made with institutional funds of an agency or institution of higher education are excluded from the mandatory direct deposit requirement. This exclusion applies even when the agency or institution of higher education may request reimbursement through the State Comptroller's Office from funds maintained in the State Treasury. However, members are urged to provide direct deposit services through local programs for these payments.

2. PROCEDURES

- 2.1 Each member will determine its own procedures for eligibility to participate in this program based on the requirements as provided by the State Comptroller's Office and

its own operating procedures and environment. This allows for some flexibility with respect to employees who are also students.

2.2 Each member will require employees to complete a direct deposit authorization form. This form allows employees to elect or decline participation in this program. Each member will enter direct deposit enrollments into the payroll system and must keep the direct deposit authorization form on file for examination by the State Comptroller's Office or the State Auditor's Office. Alternate methods of direct deposit authorization may be used after required approval by the State Comptroller's Office.

2.3 Payment Procedures for Employees Paid Directly from Institutional Funds or from State Funds via a Reimbursement Payroll

2.3.1 The payroll system generates the ACH transaction records, and the system payroll operations office ensures the Originating Depository Financial Institution is contacted to initiate the transmission of these records. Notification of transactions will occur via electronic media to the employee's payroll statement.

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

Related Statutes, Policies, or Requirements

[Tex. Lab. Code Ch. 61, Payment of Wages](#)

[Texas State Comptroller Direct Deposit Resources for State Agencies](#)

[System Policy 21.01.03, Disbursement of Funds](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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