

31.01.07.R0.01 Direct Deposit of Payroll Payments

Revised June 27, 2024
Next Scheduled Review: June 27, 2029



Procedure Summary

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

This procedure is required by and implements requirements of System Regulation *31.01.07 Direct Deposit of Payroll Payments* and defines procedures for the Direct Deposit program.

Procedures and Responsibilities

1 PARTICIPATION

The University 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 All new employees should be encouraged to sign up for direct deposit in Workday as part of their onboarding process.
- 2.2 Employees may make any changes to their direct deposit, e.g., change banks, by updating their payment election information in Workday. Payroll will not update direct deposit information for employees, but will assist individuals with updating their own direct deposit information.
- 2.3 Workday is the system of record and will maintain direct deposit information for each employee.
- 2.4 Employees enrolled in Direct Deposit will be able to access their payroll data by logging into Workday once payroll has processed.

Related Statutes, Policies, or Requirements

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

Revision History

Approved April 1, 2013
Revised November 7, 2024 (University Name Update)

Contact Office

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