



The Texas A&M University System
The Texas A&M Engineering Extension Service

Standard Administrative Procedure

TEEX 31.01.07.N0.01 Direct Deposit of Payroll Payments

Approved: October 5, 2012

Revised: January 19, 2022

Next Scheduled Review: January 19, 2027

Summary

TEEX invites and encourages all employees to participate in the direct deposit program. Direct Deposit is an efficient, convenient, and cost-free employee benefit.

Requirements

As part of the processing of new employees, the option of enrolling in direct deposit for payroll will be made available to all employees.

1. When filling out the online new hire paperwork through Workday, employees will be given the opportunity to enroll in direct deposit by providing the following information:
 - a. Account Type
 - b. Bank Routing Number
 - c. Bank Account Number

In addition to the procedure during new employee orientation, Financial Services will send out reminders each pay period to those who are not enrolled in Direct Deposit with instructions on how to enroll, and the benefits that Direct Deposit provides.

Changes to Direct Deposit:

An employee can make changes to their Payment Elections in Workday under the "Pay" app in Workday. There, they will be able to change/set up banks for their Payroll as well as their Expense.

Quality Assurance Measures (Required)

Payroll will run reports biweekly to identify those who are not on direct deposit, and will make efforts to get all biweekly and monthly paid employees enrolled.

Related Statutes, Policies, or Requirements

Supplements [System Regulation 31.01.07](#)

Office of Responsibility

Financial Services
(979) 458-6841