TEXAS A&M UNIVERSITY VICTORIA

Standard Administrative Procedure (SAP)

31.01.07.J0.01 Direct Deposit of Payments

Approved: October 26, 2026
Next Scheduled Review: October 26, 2026

Procedure Summary

Texas A&M University-Victoria (A&M-Victoria) 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 Human Resources 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.

Definitions

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.

Payroll Calculation – Date at which payroll processes. This date is set by the Texas A&M University System Office of Budgets/Payroll/Personnel (B/P/P) in College Station and is not flexible.

Workday – the Texas A&M University cloud- based System used for time keeping and for tracking the accumulation and usage of paid and non-paid leave.

Procedure

1. General
   1.1 State law requires employee payrolls paid from funds on deposit in the State Treasury to be made through direct deposit.
   1.2 The university has determined that all employee payrolls paid from local funds are also required to be made through direct deposit.

2. Procedures
   2.1 As part of the onboarding process in Workday, the employee receives a task in their Workday inbox to make their payment election, which includes entering their direct deposit information or opting to receive a paper check.
   2.2 Employees may make any changes to their direct deposit, e.g., change banks, by updating their payment election information in Workday. Human Resources will not update direct deposit information for employees but will assist individuals with updating their own direct deposit information.
      2.2.1 Changes to direct deposit information must be made before the payroll calculation date (normally a week before the associated pay date) in order for the change to take effect on the next pay date.
3. Returning Employees
   3.1 Employees who began working at A&M-Victoria after 9/1/2025, separated from employment thereafter, and later rehired have their direct deposit information saved in Workday upon separation unless the employee manually removes it themselves.
   3.2 Upon rehire, the employee will receive a task in their Workday inbox asking them to review/update their direct deposit information, as necessary
4. Repayment of Payroll Funds Issued Erroneously
   4.1 If an employee receives an erroneous direct deposit of payroll, the Human Resources Office should be notified immediately at 361-570-4801. Direct deposit overpayments received in error must be paid back to A&M-Victoria as soon as possible.
   4.2 A mutually agreed deadline to return the erroneous funds, which depends on the circumstances of the overpayment, is given to the employee.

Related Statutes, Policies, or Requirements

- System Regulation 31.01.07 Direct Deposit of Payroll Payments
- Texas Labor Code, Chapter 61, Payment of Wages

Contact Office

Office of Human Resources
361-570-4801