

## Texas A&M AgriLife Extension Service Procedures

### 31.01.07.X0.01 | Direct Deposit of Payroll Payments

*Approved: September 13, 2007*

*Reviewed: July 10, 2012  
July 16, 2014*

*Next Scheduled Review: July 16, 2019*



---

#### **PROCEDURE STATEMENT**

---

The Texas A&M AgriLife Extension Service (AgriLife Extension) 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 savings accounts. The Texas A&M AgriLife (AgriLife) Payroll Services Office supports and assists departments/units in educating employees on the advantages and details of the program.

---

#### **REASON FOR PROCEDURE**

---

This procedure is required by System Regulation 31.01.07, *Direct Deposit of Payroll Payments*.

---

#### **PROCEDURES AND RESPONSIBILITIES**

---

##### 1.0 PARTICIPATION

AgriLife Extension encourages all employees to participate in electronic direct deposit for their payroll amounts. Pay is available at the opening of business on payday.

##### 2.0 PROCEDURES

- 2.1 The *Direct Deposit Authorization* form, AG-501, is made available to the new employee as part of the on-line New Employee Processing System. All new employees should be strongly encouraged to sign up for direct deposit
- 2.2 Employees may indicate any changes they would like to make to their direct deposit, e.g. change in banks, by completing a *Direct Deposit Authorization* form. The form is available in HRConnect through Single Sign On. As an alternative to Single Sign On, complete an AG-501, *Direct Deposit Authorization* form and forward to the AgriLife Payroll Services Office for processing.
- 2.3 Copies of all *Direct Deposit Authorization* forms are maintained in the employee's payroll file by the AgriLife Payroll Services Office.
- 2.4 Employees enrolled in direct deposit will receive an electronic notification of earnings from the payroll services office confirming that the payroll data is available on HRConnect. The employee will not receive a paper retainer.

---

#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

---

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

---

**CONTACT OFFICE**

---

For questions, contact the AgriLife Payroll Services Office at 979-845-3636.