01. PURPOSE

01.01 Specific objectives of this PPS are:
   a. To provide direct deposit for employee paychecks.
   b. To provide a method whereby employees who are unable to pick up his/her checks on payday will be allowed to designate another authorized individual.
   c. To provide a method for the mailing of paychecks.

02. REVIEW

02.01 It shall be the responsibility of each person affected by this PPS to devise job procedures and/or other appropriate methods for carrying out all of its instructions.

03. SCHEDULED PAYDAY

03.01 Scheduled paydays will coincide with those issued by the State Comptroller's Office. In most cases, this will be the first workday of the month for those paid monthly; either the calendar date of the 15th or the first workday after the 15th of the month and the last working day of the month for those paid semi-monthly; and on either the calendar date of the 10th or the first workday after the 10th of the month for those receiving a supplemental payment.

04. DIRECT DEPOSIT OF PAYROLL CHECKS

04.01 In order to comply with Texas State University System rules, beginning January 1, 2007 all payments from the Texas State University will be sent electronically via ACH/direct deposit once the employee enrolls in direct deposit. Failure to enroll in Direct Deposit will result in an employee receiving payment by check rather than electronically. These rules cover all full and part-time employees. If an employee chooses to terminate the direct deposit of their paycheck he/she must complete the required paperwork in the Payroll and Tax Compliance Office, JCK 516. All bank processing will be encrypted for security and safety of information.

04.02 Employees may enroll in Direct Deposit by following the instructions on the Payroll and Tax Compliance Office website at: http://www.txstate.edu/payroll/resourcesforms/directdeposit.html#Sign-up.
Employees may also follow the instructions to make necessary changes to their direct deposit information.

04.03 Employees may also enroll by completing the Direct Deposit Enrollment Form available online at: [http://www.txstate.edu/payroll/resourcesforms/directdeposit.html](http://www.txstate.edu/payroll/resourcesforms/directdeposit.html) or at the Payroll and Tax Compliance Office, JCK 516.

04.04 To unenroll in the direct deposit program please contact the Payroll and Tax Compliance Office at (512) 245-2543 or via email to payroll@txstate.edu.

05. DISTRIBUTION OF PAYCHECKS TO INDIVIDUALS

05.01 An employee may pick up his/her paycheck at the Student Business Services, Cashier's window and will be required to furnish a Texas State I.D. card or valid government issued I.D. card.

05.02 If an employee is unable to personally pick up his/her paycheck, he/she may authorize an agent (another individual) to do so. The agent will be required to present a signed "Authorization To Release Payroll Check" (available from the Payroll and Tax Compliance Office and on the website at: [http://www.txstate.edu/payroll/resourcesforms/payrollforms.html](http://www.txstate.edu/payroll/resourcesforms/payrollforms.html)) This form authorizes the agent to pick up only this employee's paycheck, when presented with the employee's I.D. card. The agent will also be required to sign for the employee's paycheck.

06. MAILING OF PAYROLL PAYCHECKS

06.01 An employee not on campus on payday may arrange to have his/her paycheck mailed by completing a "Request for Mailing Payroll Check" (available from the Payroll and Tax Compliance Office and on the website at: [http://www.txstate.edu/payroll/resourcesforms/payrollforms.html](http://www.txstate.edu/payroll/resourcesforms/payrollforms.html))

07. EXCEPTION TO THIS PPS

07.01 Any exceptions to the paycheck distribution policy must be requested in writing and approved by the Director, Payroll and Tax Compliance.

08. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Payroll and Tax Compliance</td>
<td>Review</td>
<td>September E4Y-94</td>
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09. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Associate Vice President, Financial Services, Reviewer

Vice President for Finance and Support Services

Approved: __________________________
Reviewer

Approved: __________________________
Vice President for Finance and Support Services