

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-PAY-06
Payroll Direct Deposit

It is the policy of the Payroll Office to provide all employees the benefit of direct deposit of wages.

Faculty and Staff:

To insure accuracy in the deposit of wages, a direct deposit election must be properly completed by the employee. The form must be completed in ink with an original, legal signature. No faxed copies or photocopies will be accepted.

New employees of Sam Houston State University who properly complete a direct deposit form during new employee orientation will have a direct deposit effective date of the second payroll period of employment. A check will be issued for the first payroll period, which can be obtained from the Cashier's Office.

Direct Deposit for the employee will remain in effect until an authorization form terminating the direct deposit is received in the Payroll Office. The termination will be processed on the first available payroll period after the form is received.

Forms are available online at http://www.shsu.edu/~pay_www/direct-depositnew.pdf or in the Payroll Office.

Student:

Student employees (graduate or undergraduate) receive wage payments through their BearKat OneCard as provided by HigherOne. Three choices of delivery are available – deposit to the Bearkat OneCard, deposit to the student's bank of choice, or a printed paper check. This election must be made online by the student at <http://www.shsu.edu/onecard/payroll.html> or with assistance at the Bearkat OneCard office on campus.

Reviewed by: Paige Smith – Director, Administrative Accounting 02/01/09
Karyl Horn – Associate Director of Accounting (Payroll) 02/01/09
Next review: 02/01/10