

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

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

The Payroll Office provides all employees the benefit of direct deposit of wages.

Faculty and Staff:

To ensure accuracy in the deposit of wages, a direct deposit election must be properly completed by the employee. The form may be completed in ink with an original, legal signature or by utilizing the online document available under the FORMS link on the Payroll Office webpage. As an alternative, where available, employees may utilize the secure online direct deposit system offered in My Sam.

New employees of Sam Houston State University who properly complete a direct deposit form during new employee orientation will have direct deposit activated immediately. For new employees that have not attended orientation and/or completed a direct deposit form, wage payments will be made in accordance with Finance & Operations Policy F0-54 – Check Disbursement Policy.

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.

Student:

Student employees (graduate or undergraduate) receive wage payments through their BearKat OneCard as provided by BankMobile. Two direct deposit choices of delivery are available:

- 1) Deposit to the Bearkat OneCard.
- 2) Deposit to the student's bank of choice. This election must be made online by the student at [Bearkat OneCard Student Pay](#) or with assistance at the Bearkat OneCard office on campus.

Reviewed by: Karyl Horn, Director, Payroll and Tax Specialization
 Tessy Rappe, Assistant Vice President, Finance and Operations

Next review: August 31, 2020