

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

1. Purpose

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

2. Procedure

Faculty and Staff:

To ensure accuracy in the deposit of wages, a direct deposit election must be properly completed by the employee. The direct deposit election can be made electronically by using the link for [Direct Deposit](#) under the forms link on the Payroll Office Webpage, or by accessing your pay information on the [Employee Dashboard](#), from MySam. As an alternative, where available, employees may complete a paper direct deposit form with an original signature.

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

A Direct Deposit election remains in effect until an authorization form terminating the direct deposit is received in the Payroll Office, or the employee separates employment with the University. The Direct Deposit termination is 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. 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: April 2023
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