
LAMAR UNIVERSITY

Payroll Direct Deposit	MAPP 05.04.03
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Payroll direct deposit requires written authorization from the employee.

II. PURPOSE AND SCOPE

This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations and all applicable Statutes and Codes of the State of Texas.

This policy applies to any individual employed by the University. This includes University faculty, staff, and student employees, including employees whose wages are supported or subsidized by federal, state, or private resources (e.g., research grants, foundations, scholarships, work study,

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New LU employees may have direct deposit begin immediately if they complete online authorization through Self-Service Banner before their first pay period closes.

Employees who have not selected direct deposit will receive wages by University check, in keeping with the University's policy on check disbursements.

While employed at LU, employees may begin or terminate direct deposit or switch the bank/account to which deposits are made. Changes to direct deposit will be processed on the first available payroll period after the employee authorizes the change.

An employee's direct deposits will remain in effect until the employee authorizes the University to stop direct deposit of wages. To terminate direct deposit, an employee should delete their account information through Self-Service Banner. The termination will be processed on the first available payroll period after the employee authorizes the change.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

V. APPROVAL