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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**

**AREA: Payroll**

**Payroll Direct Deposit**

**MAPP 05.04.03**

**I. POLICY**

- A. Lamar University (LU) provides its employees with the option of direct deposit of wages.
- B. Payroll direct deposit requires written authorization from the employee.

**II. PURPOSE AND SCOPE**

- A. 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.
- B. 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, etc.). The policy does not apply to individuals employed by third-party contractors or vendors who supply goods or services to the University.

**III. PROCEDURES**

- A. Direct deposit is the preferred method for payment of wages at LU. While the University does not mandate that employees use direct deposit, this method is strongly encouraged given challenges the University may face due to major weather events and other unanticipated service disruptions that may interrupt University check disbursement.
- B. To use direct deposit, an employee must have a bank account able to receive these deposits. It is the employee's responsibility to ensure that his or her banking institution and account are able to receive direct deposits.
- C. An employee who wishes to use direct deposit must first authorize the University to begin direct deposit. To authorize direct deposit, an employee must complete online authorization for direct deposit through the University's Self-Service Banner system.
- D. It is the employee's responsibility to ensure that his or her direct deposit is accurately set up (i.e., correct legal name, correct banking institution name and routing number, correct bank account number, active/open bank account, etc.).

- E. New LU employees may have direct deposit begin immediately if they complete online authorization through Self-Service Banner before their first pay period closes.
- F. Employees who have not selected direct deposit will receive wages by University check, in keeping with the University’s policy on check disbursements.
- G. 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.
- H. 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**

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date
Dr. Jaime R. Taylor	07/29/2021
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	05/21/2021	Version created.
	07/29/2021	Version approved by President.