Direct Deposit

Purpose

A University employee or student may elect to have their payment directly deposited into their bank account or elect the University Pay Card.

Policy

- Employee – The Payroll Office must receive the Direct Deposit or Pay Card Application form by the 15th of the month to ensure the electronic deposit of wages will be effective for the next monthly pay date.
- New employees must make an election for either Direct Deposit or Pay Card, complete the appropriate form and return it to the Payroll Office within 10 days of hire to ensure timely processing of payroll.
- Student – The Direct Deposit Application form must be submitted as soon as possible to the Accounts Payable Office.

It must be indicated on the form when an individual is both an employee and a student of the University. All employee and student payments will automatically be direct deposited once direct deposit is elected. The individual is allowed only one banking account to use for both employee and student payments.

It is the individual’s responsibility to make sure the direct deposit funds will be available to them from their banking institution. The University is not liable for any bank fees the individual incurs due to insufficient funds in their bank account.

Procedures

The Direct Deposit and Pay Card Application forms are available in English and Spanish and can be obtained:

1. At the Payroll Office (University Towers, 1900 Oregon Street, Suite 100).
2. Online from the Financial Services website under “Direct Deposit Services”.

The form needs to be dropped off or mailed to the University. Employees must send the form to the Payroll Office or fax to 747-8935. Students must send the form to the Accounts Payable Office or fax to 747-6620.

An employee may also change their account number by going through My Paycheck Profile located on the UT Direct website. Under My Personal Info select Paycheck Profile and then select My Bank Info to make the change. This option is only available to employees. An employee will need a high-assurance UT EID and password in order to access this website. If an employee does not have a high-assurance UT EID and password, the employee must contact the Help Desk at 747-5257 or email them at helpdesk@utep.edu.

Applicability

Available to all employees and students receiving payment from the University.

Responsible Party

Comptroller

Last updated: October, 2008