



6.5.7 Direct Deposit

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Payroll Services	Date Last Reviewed: June 2021
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: June 2021

I. Purpose

The purpose of this Policy is to outline the requirements for UT Health San Antonio employees to have their payroll check deposited directly to their personal checking or savings account.

II. Scope

This Policy applies to all UT Health San Antonio full or part-time employees, temporary employees and students who receive pay through Payroll Services.

III. Policy

Direct deposit is available to all UT Health Science Center employees who are paid on a monthly or hourly basis. All employees paid through Payroll Services may sign up to have their paychecks electronically deposited into their bank accounts.

A. Process

1. In order to take advantage of this benefit, an employee must complete a [Direct Deposit Authorization Form](#) and return it to the Payroll Services Office by the 10th of the month.
2. If the deposit is to be made to a checking account, a blank voided personal check must accompany the form.
3. If the deposit is to be made to a savings account, care must be taken to ensure the correct account number and bank routing number is on the authorization form.
4. There may be a one-month delay in activation of an initial authorization or change to a direct deposit authorization depending on the timing of the receipt of the authorization form in the Payroll Services Office.
5. Employees are advised to verify that their pay has been direct deposited into their account prior to expending funds.

6.5.7 Direct Deposit

The Payroll Services Office is to be notified as soon as possible if any information changes regarding an employee's financial institution and/or bank account. Cancellation of the authorization of the direct deposit is effective in the next payroll cycle.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

UT Health San Antonio [Payroll Service Office](#)

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
05/2016	Policy Revision		
06/2021	Policy Revision/discretionary edits		