

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**PD-92 (rev. 4), “DIRECT DEPOSIT AND PAYCARD PROGRAMS”**  
**JULY 1, 2015**  
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TEXAS DEPARTMENT  
OF  
CRIMINAL JUSTICE

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## **EXECUTIVE DIRECTIVE**

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**SUBJECT:** DIRECT DEPOSIT AND PAYCARD PROGRAMS

**AUTHORITY:** Tex. Gov't Code §§ 403.016, 659.083, 659.084; 34 Tex. Admin. Code § 5.13

**APPLICABILITY:** Texas Department of Criminal Justice (TDCJ)

**EMPLOYMENT AT WILL CLAUSE:**

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and **do not** create any legally enforceable interest or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

**POLICY:**

Employees of the TDCJ may elect to participate in the Direct Deposit and Paycard Programs in accordance with the guidelines provided within this directive without regard to race, color, religion, gender, national origin, age, disability, genetic information, or uniformed services status.

**DEFINITIONS:**

"Direct Deposit" is an electronic deposit of an employee's monthly net state salary to a financial institution and account designated by the employee, through use of the electronic transfer system operated by the Texas Comptroller of Public Accounts (CPA).

"Financial Institution" is a banking establishment.

"Net State Pay" is gross pay minus all deductions authorized by federal or state law or the employee.

“Paycard” is a prepaid card funded through a direct deposit transaction that can be used as a credit or debit card.

“Payday” is the first workday of the month following the payroll period.

“Primary Account” is the account to which an employee wants the employee’s net state pay directly deposited, minus any whole dollar amount deposited into a secondary account.

“Regular Payroll” is the main payroll processed each month and results in the salary warrants and direct deposit payments issued on that month’s payday.

“Salary Warrant” is a form of payment to state employees where a paper check against reserved state funds is created that guarantees or warrants a payment.

“Secondary Account” is the account to which an employee wants a specific whole dollar amount of the employee’s net state pay to be directly deposited.

“Workday,” for the purpose of this directive, is Monday through Friday, excluding state and national holidays when TDCJ administrative offices are closed and days when offices are closed at the direction of the executive director, such as for adverse weather.

## **PROCEDURES:**

### **PART A: DIRECT DEPOSIT PROGRAM**

#### I. General Provisions

- A. An employee may elect to have the employee’s monthly salary issued on the regular payroll direct deposited to primary and secondary accounts. The direct deposit may be to one account at a financial institution, two accounts at the same financial institution, or two accounts at different financial institutions.
- B. When an employee enrolls in the Direct Deposit Program, overtime pay and travel reimbursements shall be direct deposited to the employee’s primary account only.
- C. If an employee’s participation in the Direct Deposit Program is cancelled, overtime pay and travel reimbursements shall no longer be direct deposited.

#### II. Direct Deposit Enrollment

To enroll in the Direct Deposit Program, an employee shall take the following steps:

- A. Contact the employee’s financial institution(s) and verify that the financial institution(s) has an arrangement with the Federal Reserve Bank to receive electronic fund transfers;

- B. Complete the applicable sections of the Direct Deposit Authorization form. Employees may obtain a copy of this form from the employee's human resources representative or the Payroll Department;
- C. Have a representative from the employee's financial institution(s) complete the applicable section(s) of the Direct Deposit Authorization form; and
- D. Submit the completed Direct Deposit Authorization form to the Payroll Department or the human resources representative for submission to the Payroll Department. The form shall be received in the Payroll Department by the published deadline in order for the direct deposit to begin the following payday.

### III. Change in Financial Institutions or Accounts

An employee shall complete a new Direct Deposit Authorization form whenever the employee changes financial institutions or accounts. The employee shall follow the procedures in Part A, Section II of this directive.

An employee who has submitted a new Direct Deposit Authorization form because of a change in financial institutions or accounts should not close old accounts until a direct deposit to the new financial institution or account has been successfully completed.

### IV. Enrollment Cancellation

#### A. Cancellation by the Employee

An employee shall complete a new Direct Deposit Authorization form to cancel the employee's direct deposit authorization. The employee shall mark the box labeled cancellation and submit the completed form to the Payroll Department.

The Payroll Department shall receive the completed Direct Deposit Authorization form prior to the regular payroll calculation date in order for the direct deposit to be cancelled before the following payday. The regular payroll calculation date varies from month to month, but the approximate date is the 17th of each month. If the employee cancels the direct deposit to the primary account, the secondary account shall be cancelled entirely.

#### B. Cancellations by the TDCJ

The Payroll Department shall automatically cancel the direct deposit authorization for the primary and any secondary accounts when one of the following occurs:

1. An employee has two occurrences of leave without pay (LWOP) during any three calendar month period, other than LWOP-Military. The employee may re-establish a direct deposit authorization after working for a period of three consecutive months without using LWOP.

2. An employee receives an overpayment for time the employee was actually in LWOP status, other than LWOP-Military, and the overpayment was not a direct result of a payroll status change being processed late. The employee may re-enroll in the Direct Deposit Program three months after the overpayment has been fully repaid to the TDCJ, if there have been no other occurrences of overpayment within the three month period.
  3. An employee separates employment with the TDCJ. The employee may re-establish direct deposit authorization upon reemployment with the TDCJ.
- C. A monthly report listing direct deposit authorizations cancelled due to periods of LWOP or overpayments is available through INFOPAC. The Payroll Department shall notify human resources representatives when the report is available. Human resources representatives shall immediately notify any employee whose direct deposit authorization was cancelled.
- V. Re-establishment of Direct Deposit Authorization

To re-establish a direct deposit authorization after it has been cancelled, an employee shall complete and submit a Direct Deposit Authorization form in accordance with the procedures in Part A, Section II of this directive. However, if a direct deposit is cancelled in error for any reason, the Payroll Department shall automatically re-establish the direct deposit.

VI. Availability of Funds

Financial institutions receiving electronic transfers have entered into an agreement with the CPA to make monthly direct deposits available to state employees on the payday for that month. An employee shall request specific guidelines regarding availability of funds from the employee's financial institution. It is an employee's responsibility to verify with the financial institution that the employee's net pay is successfully deposited into the employee's account for each month the employee participates in the Direct Deposit Program.

**PART B: PAYCARD PROGRAM**

I. General Provisions

- A. An employee may elect to have the employee's monthly salary issued on the regular payroll deposited to a paycard or combination of a paycard and a secondary account. The secondary account may only be a savings account.
- B. When an employee enrolls in the Paycard Program, only regular salary payments shall be deposited to the employee's paycard. Overtime pay and travel reimbursements would be issued in the form of a salary warrant.

## II. Paycard Program Enrollment

To enroll in the Paycard Program, an employee shall take the following steps:

- A. Complete the applicable sections of the Employee Paycard Authorization form. Employees may obtain a copy of this form from the employee's human resources representative or the Payroll Department; and
- B. Submit the completed Employee Paycard Authorization form to the Payroll Department or the human resources representative for submission to the Payroll Department. The form shall be received in the Payroll Department by the first published deadline of the month in order for the payment to be deposited the following payday.

## III. Enrollment Cancellation

### A. Cancellation by the Employee

An employee shall complete a new Employee Paycard Authorization form to cancel the employee's deposit authorization. The employee shall submit the completed form to the Payroll Department.

The Payroll Department shall receive the completed Employee Paycard Authorization form prior to the regular payroll calculation date in order for the deposit to be cancelled before the following payday. The regular payroll calculation date varies from month to month, but the approximate date is the 17th of each month. If the employee cancels the deposit to the paycard, the secondary account shall be cancelled entirely.

### B. Cancellations by the TDCJ

The Payroll Department shall automatically cancel the deposit authorization for the paycard and any secondary account when one of the following occurs:

1. An employee has two occurrences of LWOP during any three calendar month period, other than LWOP-Military. The employee may re-establish a paycard deposit authorization after working for a period of three consecutive months without using LWOP.
2. An employee receives an overpayment for time the employee was actually in LWOP status, other than LWOP-Military, and the overpayment was not a direct result of a payroll status change being processed late. The employee may re-enroll in the Paycard Program three months after the overpayment has been fully repaid to the TDCJ, if there have been no other occurrences of overpayment within the three month period.

3. An employee separates employment with the TDCJ. The employee may re-establish paycard deposit authorization upon reemployment with the TDCJ.
- C. A monthly report listing paycard deposit authorizations cancelled due to periods of LWOP or overpayments is available through INFOPAC. The Payroll Department shall notify human resources representatives when the report is available. Human resources representatives shall immediately notify any employee whose paycard deposit authorization was cancelled.

#### IV. Re-establishment of Paycard Deposit Authorization

To re-establish a paycard deposit authorization after it has been cancelled, an employee shall complete and submit an Employee Paycard Authorization form in accordance with the procedures in Part B, Section II of this directive. However, if a paycard deposit is cancelled in error for any reason, the Payroll Department shall automatically re-establish the paycard deposit authorization.

#### V. Availability of Funds

Financial institutions receiving electronic transfers have entered into an agreement with the CPA to make monthly deposits available to state employees on the payday for that month. An employee shall request specific guidelines regarding availability of funds from the employee's financial institution. It is an employee's responsibility to verify with the financial institution that the employee's net pay is successfully deposited into the employee's account for each month the employee participates in the Paycard Program.

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Brad Livingston  
Executive Director