

Chapter: Salary Actions	Effective Date: 7/1/13
Title: Payroll Payments	Page: 1 of 5
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(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) complies with applicable statutes and the administrative rules adopted and policies and procedures established by the Texas Comptroller of Public Accounts (Comptroller's office) to provide employees with payroll payments by direct deposit, electronic payment card (paycard), or payroll warrant.

(b) **Definitions.**

- (1) **Payroll Payment:** Net pay for: (1) monthly compensation, including, if applicable, longevity and/or hazardous duty pay and benefit replacement pay; (2) overtime pay; (3) partial per diem; and (4) lump sum payments to eligible employees for vacation leave balances remaining after their payroll termination dates.
- (2) **Direct Deposit:** An electronic deposit of an employee's payroll payments through the electronic funds transfer system (EFT) used by the Comptroller's office to initiate payments to a financial institution and account designated by the employee.
- (3) **Electronic PayCard:** A Bank of America Employee PayCard to which an employee's payroll payment is deposited on payday by Bank of America, the vendor providing the paycard service. The PayCard serves as a debit and branded credit card.
- (4) **Payroll Period:** The full calendar month preceding a payday.
- (5) **Payroll Warrant:** A check guaranteeing or "warranting" a payroll payment issued by the Comptroller's office and made payable to an employee.

(c) **Paydays and Payrolls.**

(1) **Regular Monthly Payroll.**

- (A) Employees receive monthly payroll payments via the regular monthly payroll unless circumstances outlined in (c)(2) require payment via a supplemental monthly payroll.
- (B) Payday for the regular monthly payroll is the first workday of the month following the payroll period.
- (C) The first workday of a month does not include Saturday, Sunday, or a national holiday observed by state agencies. For example, if January 1 falls on a Friday, Saturday, or Sunday, the first workday and payday are the following Monday. If January 1 falls on another weekday, payday is the next day.

(2) **Supplemental Monthly Payroll.**

- (A) Reasons employees may be paid via the supplemental monthly payroll include, but are not limited to:
 - (i) being on unpaid leave at any time during the payroll period;
 - (ii) having an effective hire date after the first workday of the payroll period;

- (iii) having an effective payroll termination date other than the last workday of the payroll period; or
- (iv) having a regular monthly payroll direct deposit rejected by the financial institution (e.g., the employee furnishes inaccurate banking information or deactivates a previously authorized account without proper notice).

(B) Payday for a supplemental payroll generally occurs mid-month following the payroll period.

(d) **Direct Deposit Program.**

(1) **General Provisions.**

(A) Financial institutions receiving electronic funds transfers from the Comptroller's office are authorized to make regular monthly payroll payments available to state employees on payday.

(B) The employee should:

- (i) request specific guidelines regarding availability of funds from his/her financial institution; and
- (ii) verify with the financial institution that his/her payroll payment has been successfully deposited into the authorized account each month.

(2) **Program Enrollment.**

(A) To enroll in the direct deposit program, an employee must complete a [Direct Deposit Authorization form](#).

- (i) Selected applicants receive this form when they receive the Confirmation of Conditional Job Offer form, [HR-170](#), which contains instructions to bring the completed Direct Deposit Authorization form to the New Employee Orientation (NEO) session.
- (ii) An employee who does not authorize direct deposit when first hired may enroll later unless he/she becomes ineligible due to unpaid leave. See [\(d\)\(4\)](#) -- Direct Deposit Ineligibility due to Unpaid Leave.

(B) An employee authorizing direct deposit may have:

- (i) all payroll payments deposited into one checking account or one savings account by completing one Direct Deposit Authorization form; or
- (ii) a fixed, whole dollar amount (e.g., \$100.00) deposited into one savings account by completing one Direct Deposit Authorization form for the savings account with the dollar amount printed above the Financial Institution section, and:
 - (I) have the remainder of all payroll payments deposited into one checking account by completing a second Direct Deposit Authorization form for the checking account; or
 - (II) have the remainder of the employee's payroll payment deposited on an electronic paycard by completing an [Employee PayCard Authorization](#) form.

(C) An employee may not receive part of his/her payroll payment via direct deposit and part via payroll warrant.

(3) **Change to or Voluntary Cancellation of Direct Deposit.**

(A) **Delay of Account Deactivation.**

To avoid possible interruptions in the availability of funds when making changes to bank accounts or financial institutions or upon deciding to cancel enrollment in the direct deposit program, an employee should delay deactivating the previously authorized direct deposit account until at least one payroll payment has been deposited into the newly authorized account or received via the new elected method of payment.

If it is not possible to delay the deactivation of a previously authorized account, the employee should notify the local human resources administrator (HRA) of the deactivation as soon as possible. Timely notification is necessary to avoid rejection of the direct deposit by the financial institution.

(B) **Documentation Required.**

To change a direct deposit account number or financial institution or to cancel direct deposit authorization, an employee must provide a completed Direct Deposit Authorization Form to the local HRA or designee. The documentation should be provided as soon as possible after making such a change in accounts or upon deciding to cancel the authorization.

(4) **Direct Deposit Ineligibility due to Unpaid Leave.**

(A) An employee becomes ineligible to participate or continue participating in the direct deposit program when placed on unpaid leave unless the leave is due to:

- (i) administrative suspension without pay in accordance with [PRS.11.13](#);
- (ii) disciplinary suspension without pay in accordance with [PRS.35.01](#); or
- (iii) military leave in accordance with [PRS.28.19](#).

(B) Payroll department cancels a participating employee's direct deposit authorization when notified by the local HRA or designee that the employee is on unpaid leave for a reason other than one of the reasons listed above. The local HRA or designee will provide the employee with a Notification of Direct Deposit / PayCard Cancellation due to Unpaid Leave Status, [HR-077](#), after being notified by the payroll department of the direct deposit cancellation.

(C) An employee becomes eligible again to participate in the direct deposit program after accruing six continuous months of TJJD service with no unpaid leave other than unpaid leave due to administrative or disciplinary suspension or military leave. The employee must complete a Direct Deposit Authorization form per the above program enrollment procedures to begin or resume direct deposit.

(5) **Employment Separation.**

An employee's direct deposit authorization remains in effect for 60 days after the employee's payroll termination date unless the direct deposit has been cancelled by the employee or the agency in accordance with this policy.

(e) **Employee PayCard Program.**

(1) **General Provisions.**

(A) An employee may have his/her net payroll payments deposited to a paycard by enrolling in the Employee PayCard Program. After Bank of America loads the paycard with the employee's

payroll payment, the employee can use the card at the point of sale or receive cash from an ATM.

- (B) Employees establish a financial relationship with Bank of America when they complete the Employee PayCard Authorization form. Employees are responsible for contacting Bank of America at (866) 213-4074 regarding:
 - (i) lost or stolen paycards;
 - (ii) balance, statement, access, and password questions; and
 - (iii) account fees and charges.
- (C) Employees should contact Bank of America to confirm funds are available before attempting to use the paycard.

(2) **Program Enrollment.**

- (A) To obtain a paycard, an employee must complete and submit an [Employee PayCard Authorization form](#) to the local HRA or designee.
 - (i) Selected applicants receive the HR-170 which advises them to request enrollment information from the local HR office prior to hire or after the NEO session.
 - (ii) An employee who does not enroll in the Employee PayCard Program when first hired may enroll later unless he/she becomes ineligible due to unpaid leave. See [\(e\)\(4\)](#) – Paycard Ineligibility due to Unpaid Leave.
 - (iii) The employee authorizing paycard deposit may have:
 - (I) all of his/her payroll payments deposited to the paycard; or
 - (II) a fixed, whole dollar amount (e.g., \$100.00) from the employee's standard monthly payroll payment deposited into one savings account by completing a Direct Deposit Authorization form for the savings account in accordance with the above instructions for direct deposit authorization, and the remainder of the employee's payroll payments deposited to the paycard.
- (B) If timing does not permit loading a paycard on the first payday following the employee's receipt of the paycard, the employee will receive a payroll warrant for that payroll period. Once the paycard is initially loaded, the employee can expect payroll payments to be available on paydays in the same manner as direct deposit payments.

(3) **Voluntary Cancellation of PayCard Authorization.**

To cancel a paycard authorization, an employee must complete a Direct Deposit Authorization Form and give the completed form to the local HRA or designee. Completing this form is necessary because the Employee PayCard Authorization form does not contain a cancellation section.

(4) **Paycard Ineligibility due to Unpaid Leave.**

The provisions in [\(d\)\(4\)](#) of this policy regarding direct deposit ineligibility and cancellation due to unpaid leave also apply to paycards.

(5) **Employment Separation.**

An employee's paycard authorization will remain in effect 60 days after the employee's payroll termination date unless the paycard authorization has been cancelled by the employee or the agency in accordance with this policy.

(f) Payroll Warrants.

- (1) Employees who do not receive payroll payments by direct deposit into a bank account or by paycard receive payroll payments by payroll warrant on established paydays.
- (2) Finance staff distribute payroll warrants. See [ACC.29.01](#).
- (3) The agency may not release a payroll warrant prior to the effective date printed on the warrant.
- (4) The agency may not release a payroll warrant to anyone other than the person named on the payroll warrant unless:
 - (A) the person named on the payroll warrant has provided the office responsible for distributing the warrant a completed Authorization to Release Payroll Warrant,  [HR-075](#); or
 - (B) an emergency situation (e.g., hospitalization) prevents the person named on the payroll warrant from signing the HR-075 form and the office responsible for distributing the payroll warrant obtains the documentation required in [ACC.29.01](#) to distribute the payroll warrant to a third party.

(g) Monthly Statement of Earnings.

All current employees are provided electronic access to their monthly statements of earnings through the TJJJD Employee Gateway System. Any questions regarding the statements should be directed to the local HRA or designee.
