

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-92 (rev. 6), “DIRECT DEPOSIT AND PAYCARD PROGRAMS”
MAY 23, 2022

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TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

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SUPERSEDES: PD-92 (rev. 5)
February 1, 2020

EXECUTIVE DIRECTIVE

SUBJECT: DIRECT DEPOSIT AND PAYCARD PROGRAMS

AUTHORITY: Tex. Gov't Code §§ 403.016, 493.001, 493.006(b), 659.083–.084; 34 Tex. Admin. Code § 5.13 (Comptroller of Pub. Accounts, Administration of Electronic Funds Transfers); BP-02.08, "Statement of Internal Controls"

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

EMPLOYMENT AT WILL CLAUSE:

This directive **does not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of this directive at any time.

Nothing in this directive limits the executive director's authority to establish or revise human resources policy. This directive guides the operations of the TDCJ and **does not** create a legally enforceable interest for employees 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 this directive without regard to race, color, religion, sex (gender), national origin, age, disability, or genetic information.

DEFINITIONS:

The following terms are defined for the purpose of this policy and are not intended to be applicable to other policies or procedures.

"Direct Deposit" is an electronic deposit of an employee's monthly net state pay to an account designated by the employee, through use of the electronic transfer system operated by the Texas Comptroller of Public Accounts.

“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” 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.
- 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:

- A. Complete the applicable sections of the Direct Deposit Authorization form which may be obtained from the employee’s human resources representative or the Payroll Department; and

- B. 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 Accounts

An employee shall complete a new Direct Deposit Authorization form whenever the employee changes 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 account should not close the old account before a successful direct deposit to the new account occurs.

IV. Direct Deposit Cancellation

A. Cancellation by the Employee

To cancel direct deposit authorization, an employee shall submit to the Payroll Department, or the human resources representative for submission to the Payroll Department, a completed Direct Deposit Authorization form indicating "cancellation."

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

B. Cancellations by the TDCJ

The Payroll Department shall automatically cancel the direct deposit authorization for the primary and secondary accounts when an employee separates employment with the TDCJ.

V. Reestablishment of Direct Deposit Authorization

To reestablish 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. If a direct deposit is cancelled in error, the Payroll Department shall automatically reestablish the direct deposit.

VI. Availability of Funds

An employee shall request specific guidelines regarding availability of funds from the issuer of the employee's account. It is an employee's responsibility to verify that the employee's net state 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 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 will be issued as a salary warrant.

II. Paycard Program Enrollment

To enroll in the Paycard Program, an employee shall:

- A. Complete the Employee Paycard Authorization form which may be obtained 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 must 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. Paycard Cancellation

A. Cancellation by the Employee

To cancel deposit authorization, an employee shall submit to the Payroll Department, or the human resources representative for submission to the Payroll Department, a completed Employee Paycard Authorization form indicating "cancellation."

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

B. Cancellations by the TDCJ

The Payroll Department shall automatically cancel the deposit authorization for the paycard and any secondary account when an employee separates employment with the TDCJ.

IV. Reestablishment of Paycard Deposit Authorization

To reestablish 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. If a paycard deposit is cancelled in error, the Payroll Department shall automatically reestablish the paycard deposit authorization.

V. Availability of Funds

An employee shall request specific guidelines regarding availability of funds from the issuer of the employee's account. It is an employee's responsibility to verify that the employee's net state pay is successfully deposited into the employee's account for each month the employee participates in the Paycard Program.

Bryan Collier
Executive Director