PAYROLL & TAX SERVICES

PAYROLL DIRECT DEPOSIT

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PAYROLL DIRECT DEPOSIT

SELF-SERVICE APPLICATION

Payroll direct deposit is a system where an employer electronically transfers an employee's net pay directly into their bank account on payday, eliminating the need for paper checks. It's a form of electronic funds transfer (EFT) that simplifies the payment process and provides employees with convenient and secure access to their earnings.

How it works:

Instead of receiving a physical paycheck, employees enroll their banking information (account and routing numbers) in the Direct Deposit Application. This action will electronically transfer the money into their designated account(s).
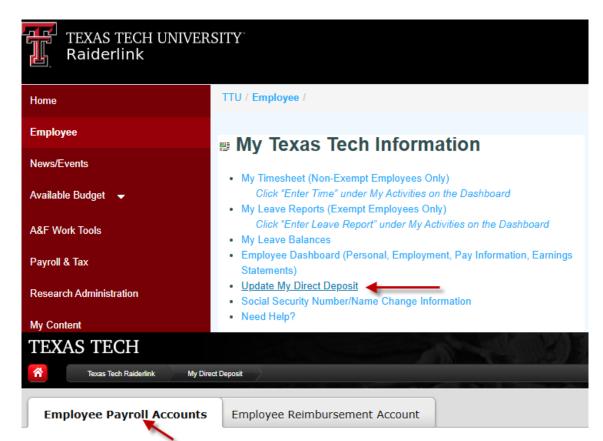
Benefits:

Direct deposit saves employees time and effort by eliminating the need to visit a bank to deposit or cash checks. It also reduces the risk of lost or stolen checks and offers a more secure and reliable payment method. Along with helping to reduce the likelihood of misplaced paper checks that could lead to payment fraud.

Timing:

Payments are processed based on the payroll processing schedule and will be paid on a scheduled payday when an employee runs through either an on-cycle or off-cycle payroll.

EMPLOYEE PORTAL

UPDATE MY DIRECT DEPOSIT

Payroll direct deposit is a self-service application that is available 24/7 via Raiderlink/Webraider. Simply click on the Update My Direct Deposit link in the Employee portal. When the application opens, make sure you are in the Employee Payroll Accounts tab.

Employees can add up to three bank accounts when enrolling. When adding multiple accounts, there is an option to have a dollar amount or a percentage for each account.

Just so you are aware, the last account will automatically set to 100%. This means that 100% of the remaining amount of your payroll payment will be deposited into this account.

Once an account is added, it will populate at the top. Make sure to verify that the banking information was entered accurately to avoid any delays with your payroll payment.

Example: Based on a net payroll payment of $1000.00
Bank A is set up for $100 being deposited into a saving account (1000–100=900).
Bank B is set up for 25% (900x25%=225) being deposited into a checking amount.
Bank C is set up to receive 100% (1000-100-225=675) of the remaining amount which comes out to $675.

DIRECT DEPOSIT APPLICATION TURNED OFF

ON-CYCLE PAYROLL PROCESSING DAYS

The only exception to enrolling or making changes is when we are working an on-cycle payroll. We process on-cycle payroll three times a month; twice for the semi-monthly payroll and once for the monthly payroll. Reference our payroll calendar located on our website to view processing dates along with the Calendar & Deadlines training.

https://www.depts.ttu.edu/payroll/calendars/index.php

During this time, when the application is opened, the following message will display:

Employee Payroll Accounts	Employee Reimbursement Account

I acknowledge that it is my personal responsibility to protect the secrecy of my eRaider account password in accordance with institutional security policies. For tips and information to help you practice safe computing, visit www.safecomputing.ttu.edu.

The My Direct Deposit application is currently turned off for the Employee Payroll Accounts tab ONLY, due to payroll processing, and will be turned back on once the on-cycle payroll is completed. If you need to update your Student or Employee Reimbursement Direct Deposit, please click on the appropriate tab above to make those changes. For any other questions, please call (806) 742-3211 or email webmaster.payroll@ttu.edu

This means that anyone trying to access the Employee Payroll Accounts will not be able to make any changes or enroll in payroll direct deposit. If you are on the on-cycle payroll that is being processed, the only option is to receive a paper check. Or if you are enrolled but need to remove an account, you will need to email a request to the payroll webmaster at webmaster.payroll@ttu.edu. Once the on-cycle payroll is completed, you can enroll or make changes that will go into effect on the following on-cycle payroll.

If you are not on the on-cycle payroll being worked on, you will need to wait until the on-cycle payroll is completed and the application is turned on to enroll or make changes.

EMPLOYEE PAYROLL ACCOUNTS
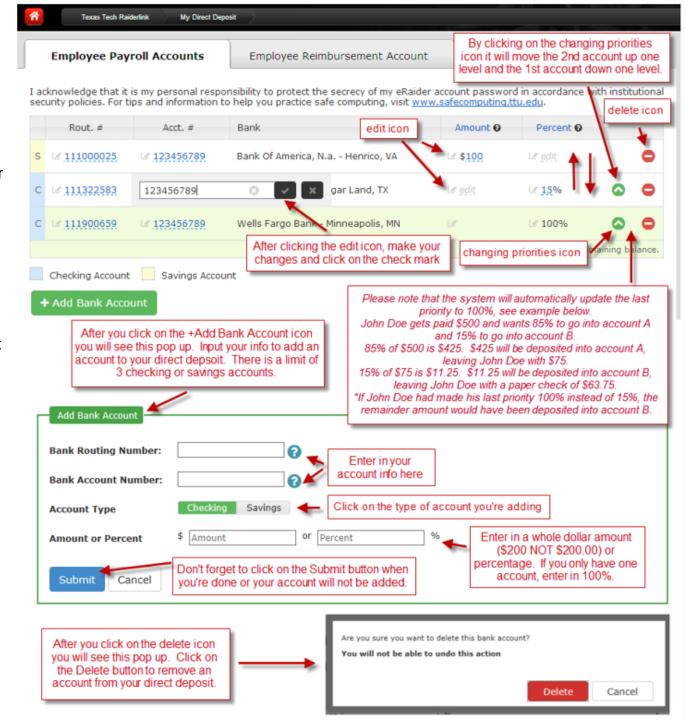
NAVIGATING THROUGH THE APPLICATION

To add an account, select the **+ Add Bank Account** option and input your banking account information, the account type, and the dollar amount or percentage. If you only want one account, the percentage will be 100%. Once you have entered your banking account information, select the **Submit** option and your banking information will be added to the top.

To delete an account, select the ⛔ delete icon that is located on the far right of your account. A pop up will appear asking "Are you sure you want to delete this bank account? You will not be able to undo this action" Select the **Delete** option and your account will be removed.

To change the priority, when multiple accounts are added, select the 🔼 priority icon to move an account up. The order your bank accounts are listed, is the order your payroll payment will be distributed.

Be aware, each time a change is made in the direct deposit application, an automated email is sent to you advising you that a change was made to your payroll direct deposit.

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By clicking on the changing priorities icon it will move the 2nd account up one level and the 1st account down one level.

delete icon

edit icon

After clicking the edit icon, make your changes and click on the check mark

changing priorities icon

Please note that the system will automatically update the last priority to 100%, see example below.
John Doe gets paid $500 and wants 85% to go into account A and 15% to go into account B.
85% of $500 is $425. $425 will be deposited into account A, leaving John Doe with $75.
15% of $75 is $11.25. $11.25 will be deposited into account B, leaving John Doe with a paper check of $63.75.
*If John Doe had made his last priority 100% instead of 15%, the remainder amount would have been deposited into account B.

After you click on the +Add Bank Account icon you will see this pop up. Input your info to add an account to your direct depsoit. There is a limit of 3 checking or savings accounts.

Enter in your account info here

Click on the type of account you're adding

Enter in a whole dollar amount ($200 NOT $200.00) or percentage. If you only have one account, enter in 100%.

Don't forget to click on the Submit button when you're done or your account will not be added.

After you click on the delete icon you will see this pop up. Click on the Delete button to remove an account from your direct deposit.

DIRECT DEPOSIT ISSUE

WRONG INFORMATION ENTERED

If you made a mistake when enrolling in payroll direct deposit and entered incorrect information, it's ok we can help. What will happen is your payroll payment will be an ACH return. An ACH return means a payment initiated through the Automated Clearing House (ACH) network has failed and has been sent back to the originator's bank.

Below are reasons for an ACH return:

- Account Closed
- Invalid Account Number
- Account Frozen
- Wrong Routing Number

Notification of ACH returns can take up to 5-7 business days for the funds to be returned to the institution. We will not reissue a payment until we receive confirmation of the return. Once we confirm the return, we will notify you via email of the return and when the payment will be reissued. If you have corrected your account information in the Employee Portal, we will reissue to the revised account. If you have not, then we will remove the account that caused the issue and reissue as a paper check. If you have multiple accounts set up, then the payment will be reissued to the account set at 100%.

Contact Information | 806.742.3211 | webmaster.payroll@ttu.edu | https://www.depts.ttu.edu/payroll/

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