

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.F.07**

**AREA: Payroll**

**SUBJECT: Direct Deposit of Salaries**

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1. PURPOSE

This administrative memorandum states policy regarding the direct deposit of employees' salaries.

2. POLICY

2.1. The requirement for direct deposit applies to all employees who are paid through the University of Houston System payroll office.

2.2. All university employees are required to have direct deposit and enter their direct deposit information in [People Advantage Self Service \(P.A.S.S.\)](#) or sign up for a pay card administered by a financial institution appointed by the System. Employees who are unable to enter their direct deposit in [P.A.S.S.](#) may seek assistance from the university human resources/payroll office.

3. PROCEDURES

3.1. The university human resources department will provide procedures for direct deposit to new employees at the time new hire paperwork is completed.

3.2. On regular and subsequent paydays, employees may print the earnings statement portion of their paycheck from [P.A.S.S.](#)

3.3. Employees are responsible for contacting the financial institution directly to confirm the deposit to their account prior to expending the funds. Although financial institutions normally make deposited pay available no later than payday, each financial institution has its own policy.

3.4. When a direct deposit is reversed, the System requires that the money be returned to the System from the bank before a replacement or corrected payment can be issued to the employee.

3.5. If a problem occurs that cannot be readily resolved between the employee and the financial institution, the employee should contact the university payroll representative, who will coordinate problem resolution with the System Payroll Department and the System Treasurer's Office.

