

Programs & Elective Deductions Checklist for Returning Faculty and Staff

INSTRUCTIONS Payroll Services routinely monitors employees that have not been paid for a period of three or more months. This process may result in certain programs and elective deductions being discontinued in the Payroll database. For example, Direct Deposit is discontinued after a three-month break in service. Since employees frequently change banks or ORP/TDA carriers during a break in service, these are discontinued as well.

The purpose of this list is to provide departmental payroll administrators areas to review with faculty and staff returning to work after a break in service.

- Direct Deposit**
Employee should complete new direct deposit authorization form. [The Direct Deposit form can be found online.](#)
- Optional Retirement Plan**
Employee should contact their agent and complete a new salary reduction agreement form. Retirees after June 1, 1997 who are rehired no longer contribute. [Retirement forms](#) can be found online.
- Tax Deferred Annuity Program**
Employee should contact their agent and complete a new salary reduction agreement form. [Retirement forms](#) can be found online.
- Teacher Retirement System of Texas**
Employee should contact the Employee Services – Benefits section to determine TRS enrollment status. TRS retirees who are rehired no longer contribute.
- Savings Bond Program**
If employee was participating in the Savings Bond program they should [complete a new form](#) online.
- Texas Tomorrow Fund**
Employee should contact the Employee Service Center about re-starting this program.
- Charitable Contribution – Higher Education – One Spirit, One Vision**
A [new contribution enrollment form](#) can be found online.
- Extended Pay Plan**
A [new Extended Pay Plan enrollment form](#) can be found online.
- Court Ordered Deductions – Child Support**
Employee should contact the Employee Service Center about re-starting pending orders.
- Internal Revenue Service Tax Levies**
Employee should contact the Employee Service Center about re-starting pending orders.
- Student Loan Payment Deductions**
Employee should contact the Employee Service Center about re-starting pending order.

SUBMIT FORM TO:
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NEED HELP?
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