Returning Faculty and Staff Checklist for Programs & Elective Deductions

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 with a list of items to review with faculty and staff that may return to work after a break in service.

☐ Direct Deposit
  Employee should complete new Direct Deposit Authorization form.

☐ 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 Programs and Forms can be found on the Texas A&M University System website.

☐ Tax Deferred Annuity Program
  Employee should contact their agent and complete a new salary reduction agreement form.
  Retirement Programs and Forms can be found on the Texas A&M University System website.

☐ Teacher Retirement System of Texas
  Employee should contact Human Resources Benefits to determine TRS enrollment status.
  TRS retirees who are rehired no longer contribute.

☐ Charitable Contribution – Higher Education – One Spirit, One Vision
  Returning employee should complete a new One Spirit, One Vision Donation Form if they wish to make charitable contributions.

☐ Extended Pay Plan
  Returning employee should complete a new Extended Pay Plan Authorization form.

☐ Court Ordered Deductions – Child Support
  Employee should contact Payroll Services about re-starting a pending order. Please call 845-2711 to reach the main line. Listen to the automated message for the correct menu option.

☐ Internal Revenue Service Tax Levies
  Employee should contact Payroll Services about re-starting a pending order. Please call 845-2711 to reach the main line. Listen to the automated message for the correct menu option.

☐ Student Loan Payment Deductions
  Employee should contact Payroll Services about re-starting a pending order. Please call 845-2711 to reach the main line. Listen to the automated message for the correct menu option.