January 5, 2009

FISCAL MEMORANDUM 09-02

TO: TTI Employees

SUBJECT: Direct Deposit of Reimbursements and Travel Advances

TTI employees may now have their travel and purchase reimbursements and travel advances from TTI deposited directly into any financial institution that is a member of the Automated Clearing House (ACH) Network. A separate authorization is required in addition to any payroll authorization that you may have previously submitted.

Why choose direct deposit?
- Prompt availability of funds.
- No special trips to the bank to deposit your payments.
- No lost or stolen checks.

The steps to sign up are:

2. Return the form to:
   Texas Transportation Institute
   Business Office
   3135 TAMU
   College Station, TX  77843-3135
   Or fax to: (979) 845-9678

When will I begin receiving direct deposits?
The TTI Business Office will enter your bank information in the FAMIS accounting system and a “prenote” will be sent to your bank. The “prenote” is a non-dollar transaction that tests the validity of the ACH information. Once the prenote processes successfully, ACH payments will begin within two weeks. Until that time, you will continue to receive paper checks.
Will all my reimbursements (including travel advances) be made by direct deposit?
All reimbursements (including travel, purchase and travel advances) will be made by direct deposit. It is important that travel advance requests be submitted to the Business Office in time for direct deposits to be made to the employee’s bank account prior to the trip. Therefore, travel advance requests should be received in the TTI Business Office five (5) working days prior to trip. Direct deposit will only be overridden (a check produced instead) in emergency situations on a case-by-case basis.

The Direct Deposit Authorization form has been approved by the Texas Comptroller’s Office. Therefore, only one form is required for you to receive all reimbursements as direct deposit regardless if they are being issued by TTI on Local Funds or through the State of Texas Treasury on State Highway Fund 0006. Be sure to select “Both” in Section 5 (Payment Type) on the Direct Deposit Authorization Form so that you can receive both local and state fund reimbursements by direct deposit.

How will I be notified when reimbursements or travel advances are made?
The TTI Business Office will continue to send a copy of the travel or purchase voucher to the employee showing that the payment has been made by direct deposit. At a future date, the Business Office plans to eliminate the voucher copy and instead will be sending an e-mail notification of payment. Therefore, an e-mail address is required on the Direct Deposit Authorization Form. A notice will be sent to employees when the Business Office switches to e-mail notifications.

For travel advances, an e-mail will be sent to the traveler and the contact person on the travel and advance form notifying them of the expected date the funds should be available in the traveler’s bank/savings account. It is the traveler’s responsibility to verify that the funds are available in his/her account prior to the trip.

Typically, deposits will be credited to your bank account within two banking days of the date the travel voucher, purchase voucher, or travel advance is posted in FAMIS. If your bank has online banking, you may look at your account activity online to verify the deposit.
How will I change my bank information if my bank changes?
Once your initial direct deposit setup has been submitted to the Business Office and entered in FAMIS, you may change your bank information through HRConnect. This can be done by signing on to HRConnect, select “Payroll Data”, scroll down to “Direct Deposit Information (Payroll and Accounting Reimbursement)”, select “Click to Edit”, and complete the “Accounting System Direct Deposit Information.” It is recommended that you DO NOT close your old bank account if you have a reimbursement currently being processed. Please note that anytime a change is made to your banking information, the two-week prenote process will occur and a paper check will be issued during that period.

Whom do I contact if I have questions?
Completing the Direct Deposit Authorization Form or making changes in HRConnect Jennifer Kristynik (979) 845-3334
Has my reimbursement payment processed? Marilyn Keller (979) 845-9783
Has my travel advance processed? Anetra Bowie (979) 862-7481
All other questions Marie Ethridge (979) 845-9595

We are pleased that this service is now available to TTI employees and hope that you will find it convenient.

Don Bugh
Executive Associate Director