

# DIRECT DEPOSIT FOR ALL EMPLOYEES

## DIRECT DEPOSIT DEADLINE

Effective January 1, 2007 employees will enjoy the convenience and many advantages of direct deposit. Direct deposit is an electronic payment made directly to an employee's checking or savings account. The Texas State University System (TSUS) has mandated direct deposit for its employees beginning January 1. This is a mandate that will benefit employees and the university. Employees will benefit by not having to be at work (or be in town) to get paid; prompt availability of funds; no waiting in long bank lines to deposit checks; no lost or stolen checks; and having money in their account on time, every time.

The university will benefit from not having to manually prepare, print, and store paper checks, thus reducing administrative costs; simplification of the account reconciliation process; no more lost or stolen checks; and other reduced costs typically associated with direct deposit transactions.

Direct deposit provides a secure and reliable way to get paid. If you have not already signed up, please do so today to start enjoying the convenience, and to beat the last minute rush.

## REMINDERS

Staff Evaluations were due in HR on October 1, 2006.

The Civil Rights Recertification List went out to Account Managers on November 6, 2006. Persons needing to recertify will be notified by their Account Manager. Recertification must be completed by November 30, 2006.



## EARLY DUE DATES IN DECEMBER:

F3.2's for Student Payroll are due in the Budget Office by December 8, 2006.

F3.2's for Faculty/Staff/One Time Pay payroll are due in the Budget Office by December 12, 2006.

November F3.6's (Vacation/Sick Leave Forms) are due in the Human Resources Office by December 7, 2006

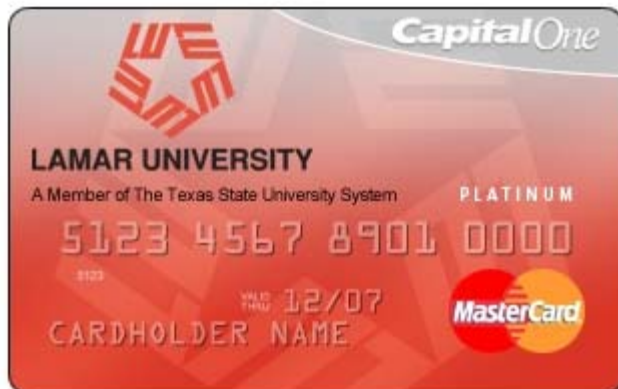
## REVIEWING FLSA AND FMLA

FLSA and FMLA are acronyms that represent laws that benefit many employees. FLSA stands for the Fair Labor Standards Act. This is a law that requires employers to pay covered employees, who are not otherwise exempt, at least the federal minimum wage (\$5.15/hour) and premium overtime pay for all hours worked over 40 in a workweek. The FLSA requires that non-exempt employees record all of the hours they work and it requires detailed record keeping by employers. State agencies, including Institutions of Higher Education, are allowed to grant overtime leave at a premium rate in lieu of paying for overtime, up to a maximum of 240 hours. There are two types of overtime leave a non-exempt employee can earn. The two types of leave are referred to as Federal Compensatory Time and State Compensatory Time. Federal Comp is earned at the rate of one and one-half hours for each hour worked in excess of 40. State Comp is earned when an employee has not worked more than 40 hours, but the total hours worked plus paid leave used or paid holidays taken exceed 40 hours in a workweek.

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## CUSTOM DEBIT CARD PROGRAMS

Capital One is working with Lamar University and with Lamar Institute of Technology to provide a customized, logo debit card for employees who sign up for a free Capital One checking account. Using a debit card with the LU or LIT logo on it is a great way for employees to show their school spirit and pride, and promote their school's image in the community.

The debit card programs are particularly timely in light of the TSUS mandate regarding direct deposit. While employees can open an account at any financial institution, to obtain a debit card with the LU or LIT logo requires opening a Capital One checking account. Capital one will offer the following to Lamar University and Lamar Institute of Technology employees:

- Free checking account
- Free LU or LIT logo debit card
- Free online banking
- Free Bill Pay
- Free first order of checks
- Free gift
- Free e-mail alerts
- Free direct deposit

Capital One will be in the Human Resources Annex on Thursday, November 16, 2006 from 9:00 A.M. to 4:00 p.m. for those interested in taking advantage of the Capital One offer. Capital One will also provide a free gift to those who open a new account.

## REVIEWING FLSA AND FMLA CONTINUED...

FMLA stands for the Family Medical Leave Act. FMLA provides certain job and benefit rights. It covers employees with at least 12 months of state employment who have worked at least 1250 hours over the previous 12 months. Family Medical Leave runs concurrent with all other forms of eligible paid leave; requires use of all eligible paid leave except when on workers' compensation; and requires medical certification. Eligible employees can take up to 12 weeks

of leave per rolling calendar year for the birth, adoption or foster care placement of a child; care of a child, spouse or parent with a serious health condition; and the employee's own serious health condition.

For more information on the Family Medical Leave Act visit the Human Resources website or contact the HR Leave Coordinator.