



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 14, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-70

Distributed via Campus Email

To: PVAMU Employees

From: Mary Lee Hodge
Vice President for Business Affairs

Re: HR Connect New Feature for Direct Deposit for Employee Reimbursements

Employee direct deposit reimbursements for travel and other expenses just became easier, faster, and more secure.

HR Connect now allows PVAMU employees to update their direct deposit information not only for payroll but for employee travel and other reimbursements. The information is immediately updated in the payroll and accounting systems. The information is stored securely and encrypted for the safety of your personal information. Paper forms are no longer required.

Complete instructions can be found at <http://pvamu.edu/pages/2603.asp>.

First check to make sure that you have a vendor ID set up in FAMIS. If you have not received a travel or other type reimbursement from PVAMU, please email:

- Victoria Munos, vimunos@pvamu.edu or Yadira Perez, yaperez@pvamu.edu for *travel reimbursements*

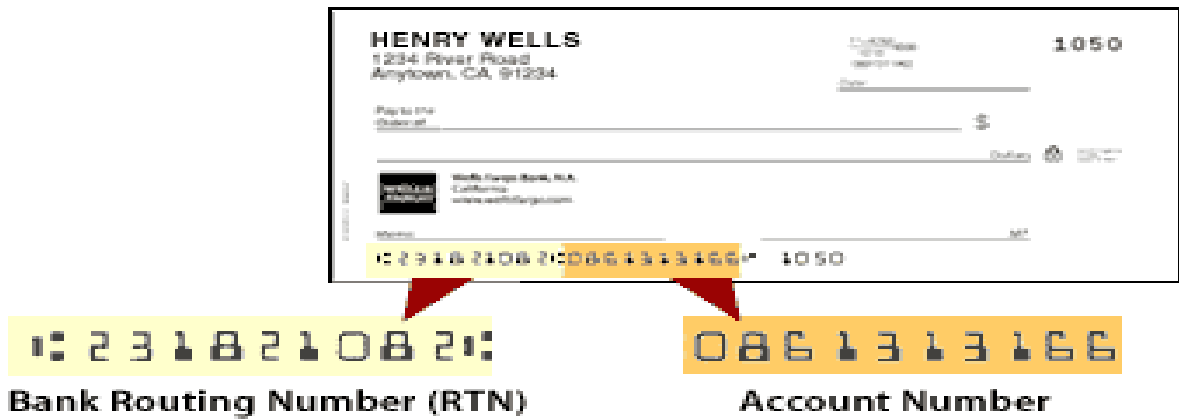
Summary Instructions:

- Please log onto SINGLE SIGN ON
 - <https://sso.tamu.edu/>
- Enter your Universal Identification Number (UIN) & Password
- Click on HR Connect
- Click on the "Payroll Data" tab at the top
- Scroll down to "Direct Payroll Deposit Information"
- Click to Edit
- Scroll down to "Accounting System Direct Deposit Information"
 - Click on second choice if you wish to use the same bank as your payroll direct deposit bank
 - Click on third choice if you wish to use a different bank account for direct deposit and then enter the bank information

Routing number for checking accounts

The easiest way to find your nine-digit routing number is to look in the lower left corner of your checks, just in front of

Sample check:



- Click Submit
- Verify and Click Submit

Your banking information will be immediately updated in PVAMU’s accounting system, (FAMIS), in a secure area.

All PVAMU employees are encouraged to sign up for direct deposit for employee travel and other reimbursements. If you do not have a bank account, you may go to the following website that lists some banking options that have been made available to PVAMU employees <http://www.pvamu.edu/PVPAY>, or select any bank that meets your needs:

Effective July 1, 2007 all travel and other reimbursements will be direct deposited or mailed to the employee. Checks will no longer be available for pickup.

xc: Dr. George C. Wright