



PRAIRIE VIEW A&M UNIVERSITY

Direct Deposit - Payroll

HRConnect Setup / Update

INSTRUCTIONS FOR EMPLOYEES



Direct Deposit - Payroll

What is Direct Deposit

Direct Deposit - is an electronic transfer of payment made directly into an employee's checking or savings account.

The Benefits of Direct Deposit

- There are no checks to be lost or stolen
- Payment reach your account the day the check is issued – even if you are out of town, sick, or unable to get to your financial institution.
- Many banks offer free or lower-cost checking for customer with direct deposit because it saves them the cost of processing paper checks.
 - <http://www.pvamu.edu/pages/2602.asp>
- It can save you trips to the bank and help you avoid long lines at tellers or ATMs.
- Direct deposit can help you avoid bouncing checks because the deposit is direct and on time.

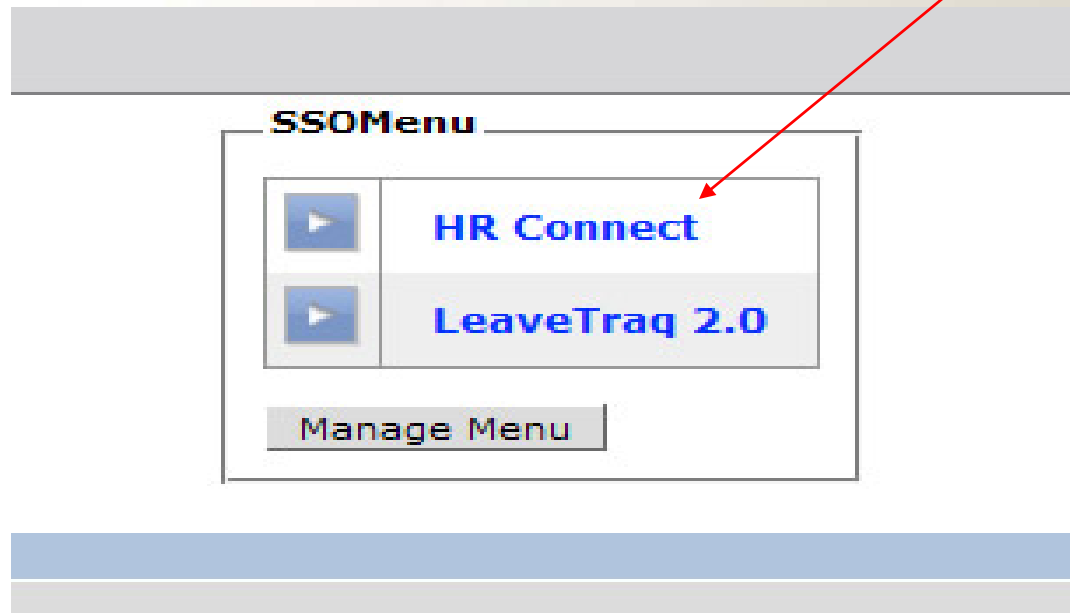
Direct Deposit - Payroll

- Sign up on the web at <https://sso.tamus.edu/>
- **WARNING:** Direct Deposit Enrollment/Update/Cancellation information does not automatically take effect immediately
 - Biweekly – direct deposit information must be entered at least 3 business days before payroll pay date
 - Monthly – direct deposit information must be entered at least 9-12 working days before pay date
 - For pay dates <http://www.pvamu.edu/payroll>
 - On left side of web page under Payroll Services

Direct Deposit - Payroll

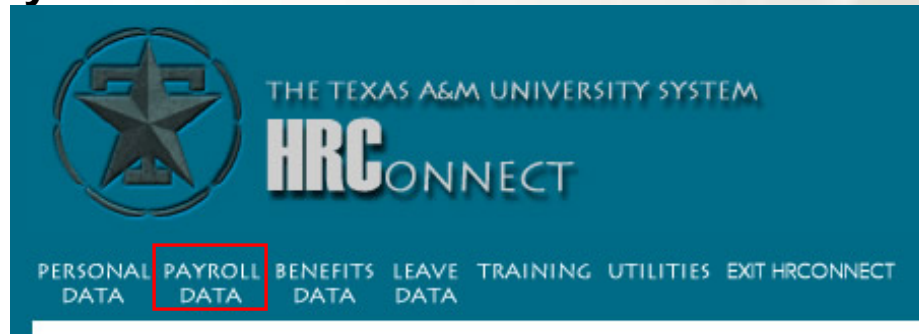
Go to <https://sso.tamus.edu/>
Insert your UIN and Password

Click on **HR Connect**



Direct Deposit - Payroll

- Click on **Payroll Data**



- Locate - **Direct Deposit Information Sheet**
Scroll down to the third item from the bottom of the page.

Direct Deposit - Payroll

Direct Deposit Information (Payroll and Accounting Reimbursement)

[Click to Edit](#)



You have signed up for direct payroll deposit.
Your paycheck is deposited to:

NATIONAL BANK

In Checking Account Number ending in 1745

Last updated on: 02/20/2006

The Direct Deposit Information Sheet provides a summary of the current enrolled deposit information.

Or, will state (User has not signed up for Direct Deposit - Payroll)

Click to Edit

To enroll in Direct Deposit for Payroll (or) To update the Deposit Information

To Enroll/Update Direct Deposit-Payroll

Attention:

The data you submit will take effect on your NEXT pay date, provided the payroll for that pay date has not already been processed. Generally, biweekly payrolls are processed 3 days prior to the pay date. Monthly payrolls are usually processed 9 to 12 days prior to the pay date.

It is recommended that you do NOT close your old bank account until the funds are received in your new bank account.

- DO NOT Enroll in Payroll Direct Deposit / Remove existing Payroll Bank
- Enroll in Payroll Direct Deposit to my **checking** account below
- Enroll in Payroll Direct Deposit to my **savings** account below
- I have instructions with my U.S. bank to immediately wire the full amount of the direct deposit to a foreign entity* (Payments will be made by paper check)

Select one

Bank Routing Number:

Bank Account Number:

* As a U.S. entity, The Texas A&M University System (TAMUS) is obligated to comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC), which oversees payments sent outside the territorial jurisdiction of the U.S. This includes automated clearing house (ACH) payments, such as direct deposits. Effective immediately, TAMUS is obligated to identify as an "International ACH Transaction" (IAT) any direct deposit of payroll deposits that are (1) made by TAMUS to a financial institution located outside the U.S. or (2) made by TAMUS to a domestic financial institution if that financial institution immediately transfers the full deposit amount to a financial institution outside the U.S. in a "back-to-back" transaction.

Where to look for banking information:

HENRY WELLS
1234 River Road
Anytown, CA 91234

1050

Pay to the Treasurer \$

Wells Fargo Bank, N.A.
California
www.wellsfargo.com

⑆ 231821082⑆ 0861313166 ⑆ 1050

See next slide

⑆ 231821082⑆

Bank Routing Number (RTN)

0861313166

Account Number

Direct Deposit – Payroll - OFAC

- As a U.S. entity, Prairie View A&M University must comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC) which oversees payments sent outside the territorial jurisdiction of the United States. This includes automated clearing house (ACH) payments, such as direct deposits.
- The University is obligated to identify any direct deposits of payroll that are made by the University to a domestic financial institution if that financial institution immediately transfers the full deposit amount to a financial institution outside the U.S. in a “back-to-back” transaction. These transactions are referred to as an “International ACH Transaction” (IAT).
- If you affirm you have an IAT, you will receive a paper check in the future.

Direct Deposit - Payroll

Verify & Submit

Select

Submit

or

Cancel

A screen containing data entered will pop up for verification along with a notice that you have enrolled in direct deposit. **Select** one of the following:

Data is correct – Submit Update

Date is incorrect – Cancel Update

If data is correct and update is complete:

- Print detail for your records
- Log off
- Close window

To Stop Direct Deposit Payroll

Attention:

The data you submit will take effect on your NEXT pay date, provided the payroll for that pay date has not already been processed. Generally, biweekly payrolls are processed 3 days prior to the pay date. Monthly payrolls are usually processed 9 to 12 days prior to the pay date.

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Click on
Remove Existing
Payroll Bank

Then Click Submit, then log off. *Remember this does not take effect immediately.*

Direct Deposit - Payroll

- Thank you for choosing Direct Deposit as the method of receiving your pay check.



www.pvamu.edu/payroll

Other convenient Payroll options are:
On-line W-2 Statements

Financial Services – Payroll Office
PO Box 519
WR Banks Building Suite 114
Prairie View, Texas 77446-0519
(936) 261-1904
(936) 261-1955 fax
payroll@pvamu.edu

PRAIRIE VIEW A&M UNIVERSITY