



PRAIRIE VIEW A&M UNIVERSITY

Payroll Direct Deposit Set up & Change

Instructions for Employees



Payroll Direct Deposit

What is Direct Deposit?

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

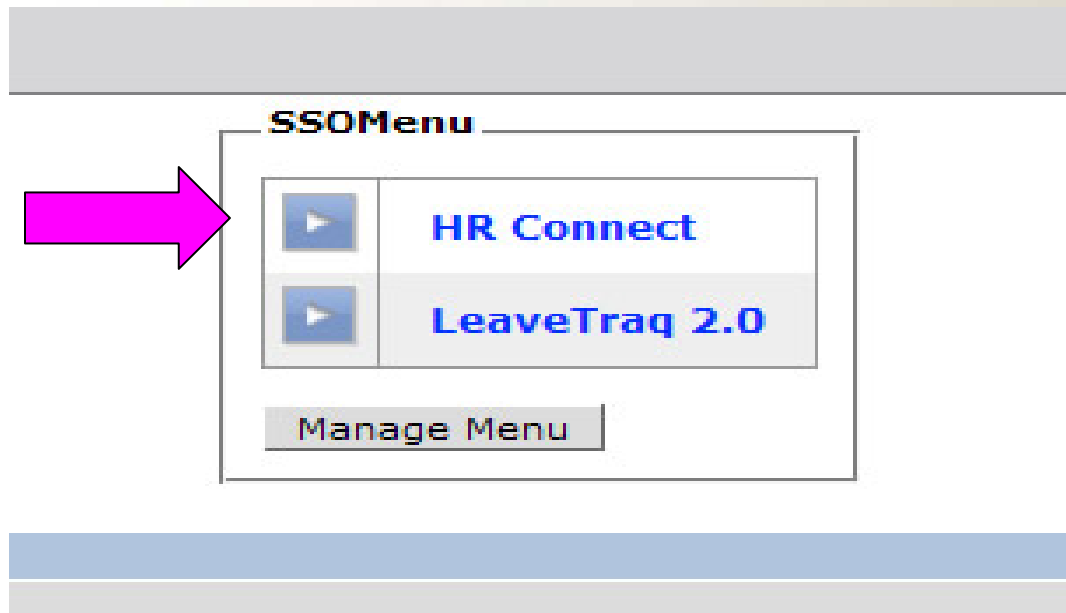
The Benefits of Direct Deposit

- No checks to be lost or stolen
- Payroll payment is directly deposited to your account on the payroll date – 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
- No more trips to the bank and no more long lines at tellers or ATMs
- Direct deposit can help you avoid bouncing checks because the deposit is direct and on time
- If University is closed for a holiday, ice storm, hurricane, etc. your payroll payment is directly deposited to your account on the payroll date

Payroll Direct Deposit

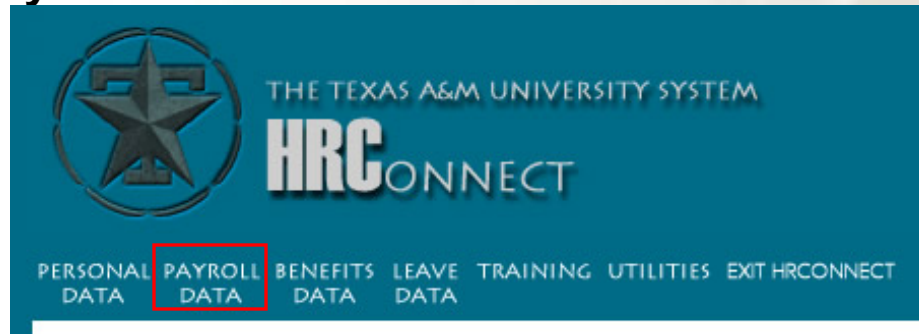
Go to <https://sso.tamu.edu/>
Insert your UIN and Password

Click on **HR Connect**



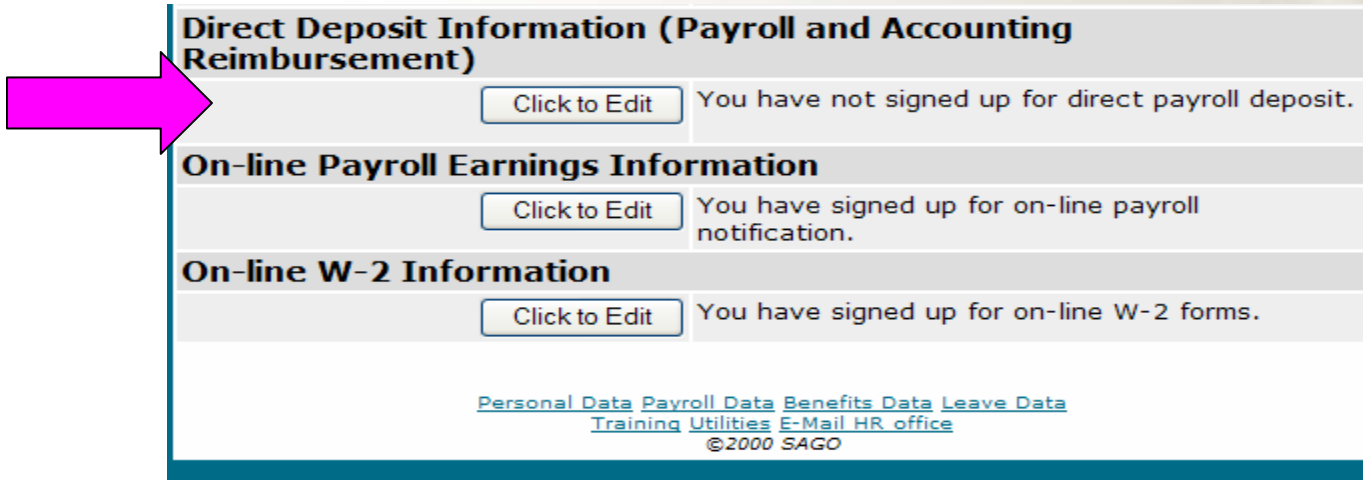
Payroll Direct Deposit

- Click on **Payroll Data**



- Scroll down - **Direct Deposit Information (Payroll and Accounting Reimbursements)**

Payroll Direct Deposit



Direct Deposit Information (Payroll and Accounting Reimbursement)

[Click to Edit](#) You have not signed up for direct payroll deposit.

On-line Payroll Earnings Information

[Click to Edit](#) You have signed up for on-line payroll notification.

On-line W-2 Information

[Click to Edit](#) You have signed up for on-line W-2 forms.

[Personal Data](#) [Payroll Data](#) [Benefits Data](#) [Leave Data](#)
[Training](#) [Utilities](#) [E-Mail HR office](#)
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The **Direct Deposit Information Sheet** provides a summary of the current enrolled deposit information or will state *“You have not signed up for direct payroll deposit.”*

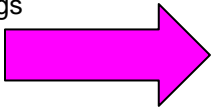
Click to Edit

To enroll in Direct Deposit for Payroll or to update the banking Information

Payroll Direct Deposit

Click on Enroll:

Checking or
Savings



Payroll Direct Deposit Information

DO NOT Enroll in Payroll Direct Deposit / Remove existing Payroll Bank

Enroll in Payroll Direct Deposit to my **checking** account

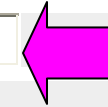
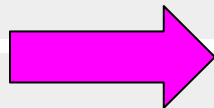
Enroll in Payroll Direct Deposit to my **savings** account

Bank Routing Number:

Bank Account Number:

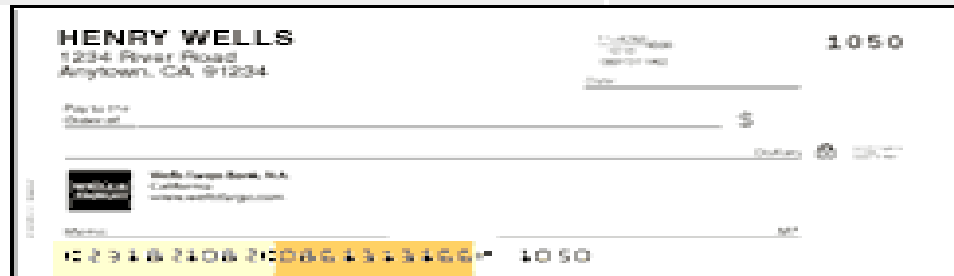
If you have signed up for Direct Deposit, and you have changed banks, then modify the bank information by deleting old information and typing in new information

Enter the **bank routing number** and your **account number**



Example:

where to find data on your check



⑆ 231821082⑆

Bank Routing Number (RTN)

0861313166

Account Number

Payroll Direct Deposit

Verify & Submit

Select

Submit

or

Cancel

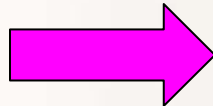
A screen containing data entered will pop up for verification along with a notice that you have enrolled in direct deposit. **Select** one of the following:

Data is correct – Submit Update

Date is incorrect – Cancel Update

If data is correct and update is Complete:

- You may print detail for your records
- Close window
- You will receive an email



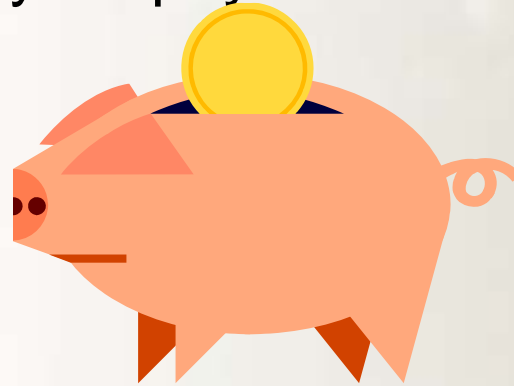
From: [redacted]@sagomail.tamus Sent: Tue 2/26/2008 5:13 PM
To: Maynard, Marilyn
Cc:
Subject: Direct Deposit Update

Your Direct Deposit information has been updated through HRConnect. If you did not make this change please contact your payroll office.

This is an automated message, please do not reply.

Payroll Direct Deposit

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



Other convenient Payroll options are:

- On-line Payroll Earning Statements
- On-line W-2 Statements

Financial Services – Payroll Office
WR Banks Building Suite 114
Prairie View, Texas 77446
(936) 261-1904
(936) 261-1955 fax