



PRAIRIE VIEW A&M UNIVERSITY

Direct Deposit for Employee Reimbursements

INSTRUCTION FOR EMPLOYEES



Direct Deposit – Employee Reimbursements

What is Direct Deposit?

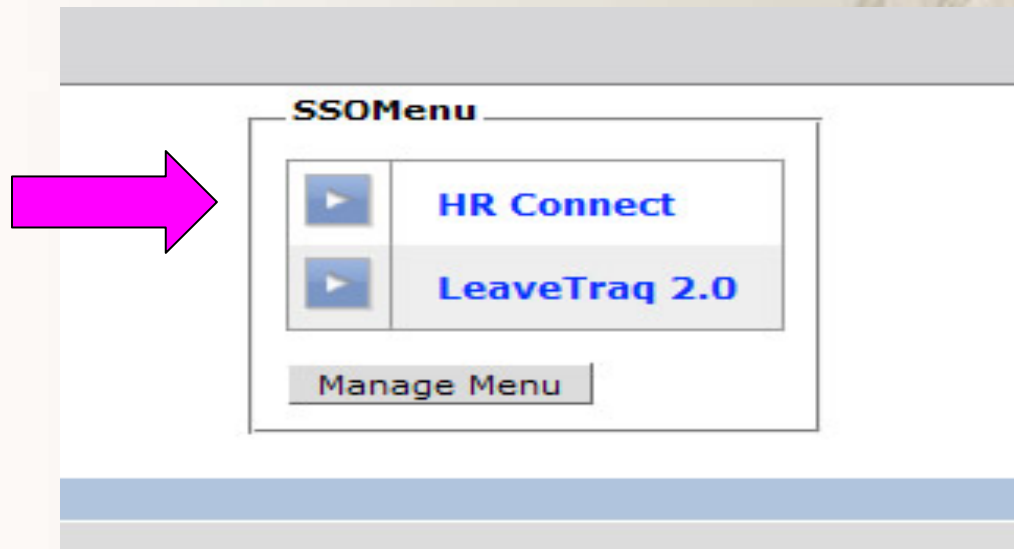
Direct Deposit - is an electronic transfer of payment made directly into an employee's checking or savings account

- Prairie View A&M University employees may have their travel or other reimbursement amounts deposited directly into their personal checking or savings account
 - No checks to be lost or stolen
 - Reimbursement is directly deposited to you account
 - No more trips to the bank
- First check to make sure that you have a vendor ID set up in PVAMU's Accounting System (FAMIS screen 103)
- If you have not received a travel or other type reimbursement before please email:
 - Travel Reimbursement Yadia Perez, yaperez@pvamu.edu
 - Other Reimbursements Victoria Munos, vimunos@pvamu.edu

Direct Deposit – Employee Reimbursements

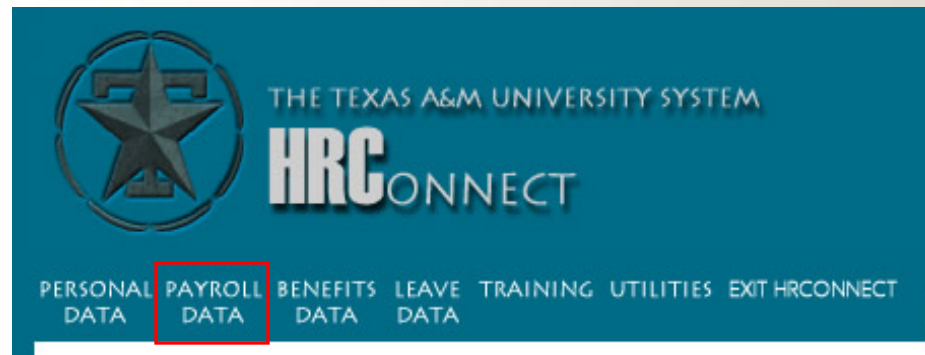
- Go to <https://sso.tamu.edu>
- Insert your UIN and Password

Click on HR Connect



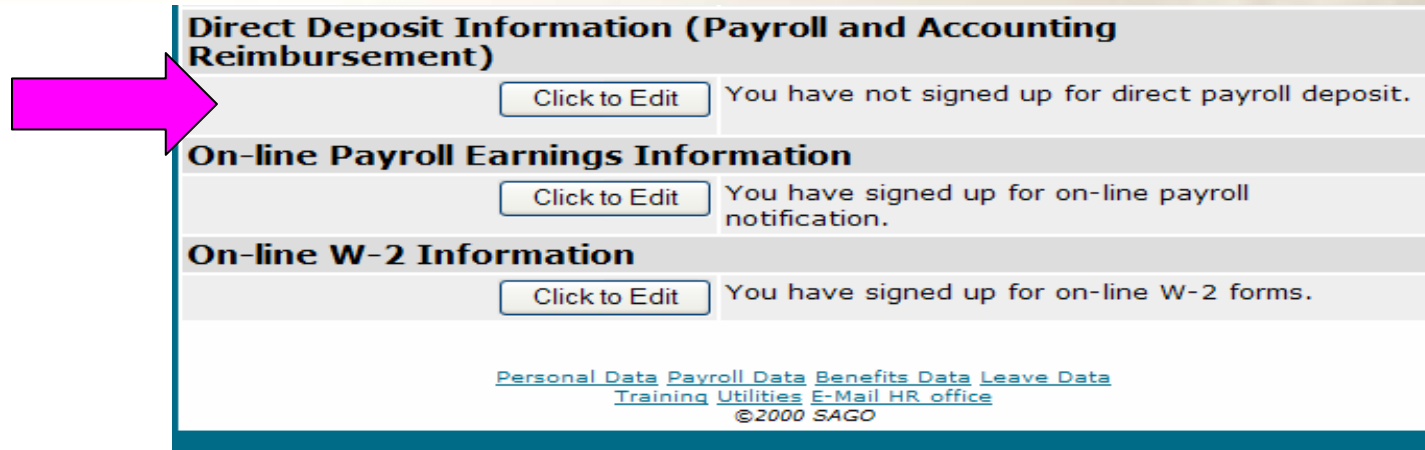
Direct Deposit – Employee Reimbursements

Click on Payroll Data



Scroll down to Direct Deposit Information (Payroll and Accounting Reimbursements)

Direct Deposit – Employee Reimbursements



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

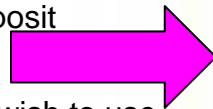
Click to Edit

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

Direct Deposit – Employee Reimbursements

Scroll Down to: “Accounting System Direct Deposit Information”

Click on **2nd bullet** if you wish to use the bank or savings account you use for your payroll direct deposit



Click on **3rd bullet** if you wish to use another checking or savings account number and enter the correct information

Click Submit when finished

(See next slide for example to get bank data)

Accounting System Direct Deposit Information

Attention:
The data you submit will take effect with your next reimbursement, provided the reimbursement has not already been processed. Reimbursements may include but are not limited to travel reimbursements and student financial aid refunds.
It is recommended that you do NOT close your old bank account if you have a reimbursement currently being processed.
If you do not have an existing direct deposit record set up in an accounting system (FAMIS, EPIK - TEES, or Masterpiece - TEEX), this facility will NOT create an entry. Please contact your appropriate business office for initial reimbursement direct deposit set-up.

DO NOT Update All Existing A&M System Accounting Direct Deposit information.

Update All Existing A&M System Accounting Direct Deposit information to use the **SAME** bank account as is used for payroll above.

Update All Existing A&M System Accounting Direct Deposit information to use an alternate bank account entered below:

Checking Savings

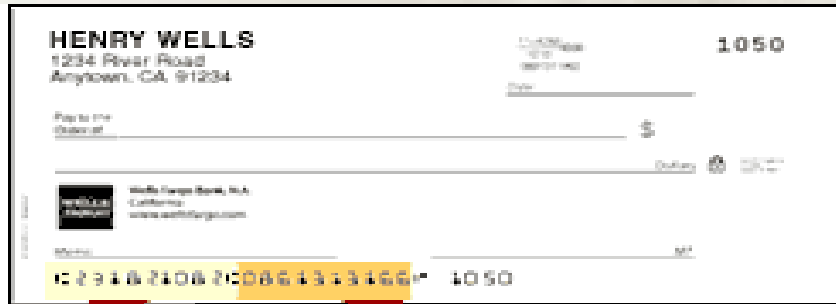
Alternate Routing Number:

Alternate Account Number:

Direct Deposit – Employee Reimbursements

Example:

where to find data on your check



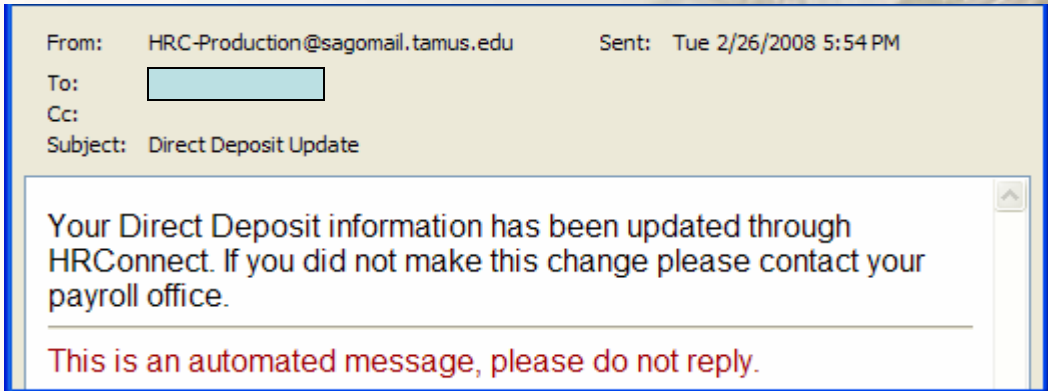
⑆ 231821082⑆

Bank Routing Number (RTN)

0861313166

Account Number

You will receive an email notification when you submit information on HR Connect



Direct Deposit – Employee Reimbursements

- Accounts Payable/Travel will send you an e-mail notification to your PVAMU assigned email account letting you know that a direct deposit has been made into your bank account for a travel or purchase reimbursement
- Please note: If the bank information is not correct and is rejected by the bank, your reimbursement check will be mailed

Direct Deposit – Employee Reimbursements

- Need a Bank Account?
- <http://www.pvamu.edu/PVPAY>
- For more information on Travel and Purchase reimbursements, please call:

Travel Reimbursements(936) 261-1736

Purchase Reimbursements (936)-261-1961