Direct Deposit for Employee Reimbursements

INSTRUCTION FOR EMPLOYEES
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)
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”

<table>
<thead>
<tr>
<th>Accounting System Direct Deposit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attention:</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>It is recommended that you do NOT close your old bank account if you have a reimbursement currently being processed.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Alternate Routing Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Click Submit when finished

(See next slide for example to get bank data)
Direct Deposit – Employee Reimbursements

Example:
where to find data on your check

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

From: HRC-Production@sagonail.tamus.edu		Sent: Tue 2/25/2008 5:54 PM
To: 
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.
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](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