

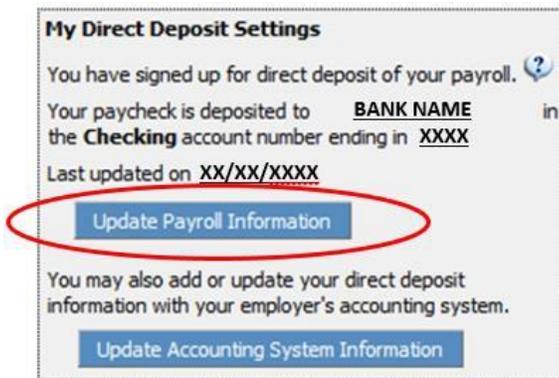
# Payroll System Direct Deposit

1. Log on to [Single Sign-On](#) (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select [HRConnect](#) from the SSO Menu.
  - First time users can select the “New Employees – Set up your password” link on the home screen to establish a password.
  - For existing users who have forgotten their password, the “I forgot my password” link will guide you through the process of establishing a new password.

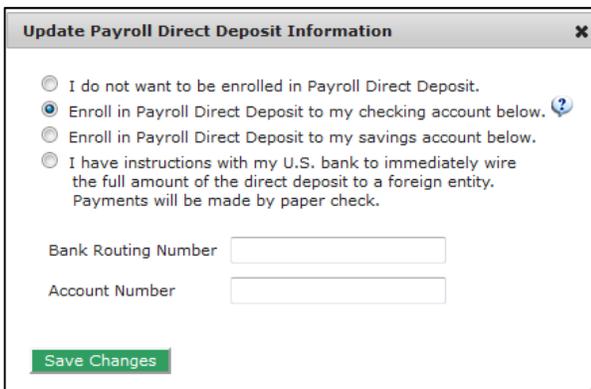
2. **First**, select the “Payroll” tab from the top of the screen, **then** select “Direct Deposit”.



3. Before changes can be made, you will be prompted to provide verification of your current bank account number. Enter your current bank account number and click “Continue”.
4. Under **My Direct Deposit Settings**, you will select the first option to update payroll direct deposit information.



5. Select the second option for a checking account or the third option for a savings account. Next, enter your new bank routing number and account number.

The image shows a dialog box titled 'Update Payroll Direct Deposit Information'. It contains four radio button options:

- I do not want to be enrolled in Payroll Direct Deposit.
- 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.

Below the options are two input fields: 'Bank Routing Number' and 'Account Number'. At the bottom left is a green 'Save Changes' button.

6. Verify the information you have entered and select the “Save Changes” button
7. An e-mail confirming your changes will be sent to you shortly after. If you do not receive this notice within 24 hours, please contact the Payroll Office by e-mail at [budgetandpayroll@tamiu.edu](mailto:budgetandpayroll@tamiu.edu) or by phone at ext. 2377 or ext. 2375 to confirm your changes.