

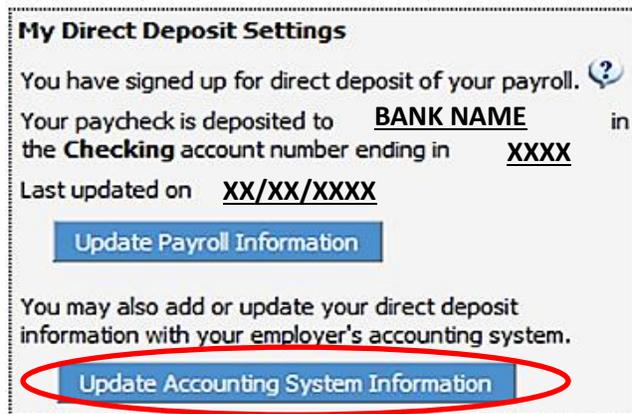
# Accounting System Direct Deposit

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.

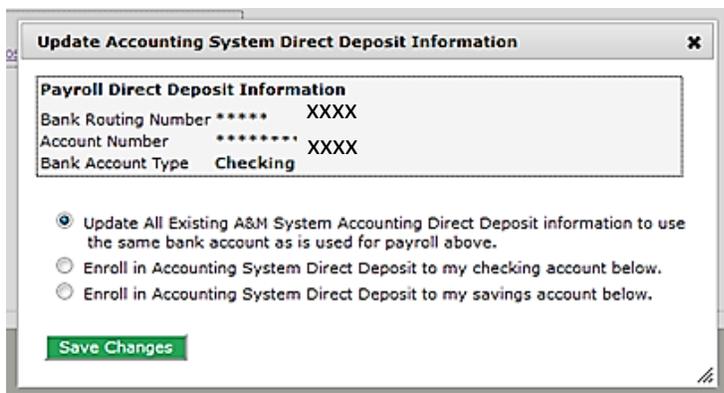
2. **First**, select the “Payroll” tab from the top of the screen, **then** select “Direct Deposit”.



3. Under **My Direct Deposit Settings**, select **Update Accounting System Information** to change or update accounting system direct deposit information.



4. The first option will update your accounting system direct deposit information with the banking information on file for payroll purposes. The last two options will require manual entry of a new bank routing number and account number.



5. Verify the information you have entered and select the “Save Changes” button.
6. 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. 2369 or ext. 2377 to confirm your changes.