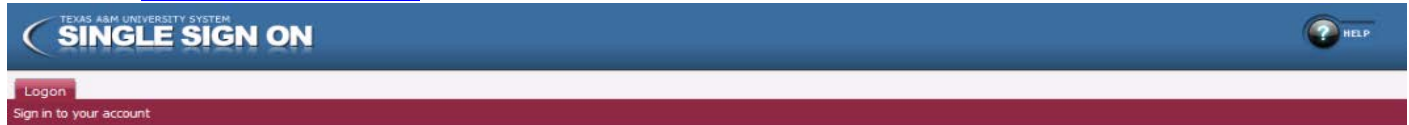




# THE TEXAS A&M UNIVERSITY SYSTEM

## Texas A&M University Current Employee Direct Deposit Instructions in HR Connect

The employee will first need to be setup in FAMIS prior to feeding over their banking information. If the current employee is not setup in FAMIS a [Vendor Information Sheet](#) will need to be filled out either faxed to 979/458-4191 or emailed to [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu).



Remember to log off the SSO system and [close your browser](#) before leaving your computer to prevent unauthorized persons from accessing your account. You can log off by clicking on the "Logoff" button at the top right of the page.

- Step 1: Go to [SSO](#) log in web link
- Step 2: Type in your UIN
- Step 3: Type in your password
- Step 4: Click on Submit

**UIN Logon**

UIN:

Password:

New Employees – Set up your password

I forgot my password

Use your one-time (temporary) password

All logon attempts are logged.

**Campus or Agency Logon**

You can now logon using a Campus or Agency Logon like NetID or Island ID. [More information...](#)

 TAMU NetID	 Island ID	 HSC	 TAMUCT
 Tarleton	 AgriLife	 TTI	 Qatar

**Step 5: Click on HR Connect**

SSO Menu

- Aggiebuy
- Buy A&M
- eTravel / Concur
- HRConnect
- iBenefits
- LeaveTraq
- Maestro
- PATH Portal Access Total HR
- TimeTraq
- TrainTraq

[Manage Menu](#)

Recent Logon Activity [Help](#)

Date/Time	Activity
<input type="checkbox"/>	Successful Logon
<input type="checkbox"/>	Successful Logon
<input type="checkbox"/>	Successful Logon
<input type="checkbox"/>	Successful Logon
<input type="checkbox"/>	Successful Logon

[View Security Log](#)

[What should I report?](#)

[Report Problem](#)

# TAMUS HRConnect

## Employee Home

**My HRConnect Messages**

[View Messages](#)

**Step 6: Click on the tab My Payroll**

**My Employment Information**

Full Name

Status

Job Title

Start Date

[More information...](#)

**My Contact Information**

Address

Email

Phone #

[More information...](#)

**My Emergency Contacts**

[Primary](#)

**My Recent Pay**

Gross Pay

Total Taxes

Total Retirement

Total Insurance

Total Other Deductions

Total Deductions

---

Net Pay

[View your most recent pay stub](#)

**My Beneficiaries**

Accidental Death & Dismemberment

Primary

Secondary

Basic Life

Primary

Secondary

Optional Life

Primary

Secondary

Employee Home > Payroll

Step 7: Click on the tab My Direct Deposit

Employee  UIN  Status  Pay Period

- General Info
- W-4 Withholding
- Direct Deposit
- Form W-2
- Form 1095-C
- Payroll Options
- Payroll Documents

My Recent Pay

Gross Pay   
 Total Taxes   
 Total Retirement   
 Total Insurance   
 Total Other Deductions   
 Total Deductions

Net Pay

[View your most recent pay stub](#)

My  Year-to-date Totals

YTD Summary:  
 Gross Pay   
 Total Taxes   
 Total Retirement   
 Total Insurance   
 Total Other Deductions   
 Total Deductions

Net Pay

[View your most recent pay stub](#)

My Recent Pay Stubs

[More pay stubs](#)

Employee  UIN  Status **Active** Pay Period

- General Info
- W-4 Withholding
- Direct Deposit
- Form W-2
- Form 1095-C
- Payroll Options
- Payroll Documents

Verification of Direct Deposit Settings

Please verify the bank account number used for your **payroll direct deposit** before proceeding.

NOTE: Be sure to enter your account number exactly in order to provide verification of your account.

Payroll Bank Account Number:

[Continue >>](#)

Why is this Step Required?

Employees of The Texas A&M University System continue to be targeted in - and fall victim to - "phishing" schemes by parties wishing to gain access to the A&M System's secure applications and your personal information.

As a result, employees are now required to verify the account number used for **payroll direct deposit** prior to making any direct deposit changes.

For more information on security, [see the SSO Security page.](#)

Step 8: Enter your payroll account number for verification  
 Step 9: Click on Continue

Employee Home > My Payroll > My Direct Deposit

Employee  UIN  Status  Pay Period

- General Info
- My W-4 Withholding
- My Direct Deposit
- My W-2 Information
- My Payroll Options
- My Payroll Documents

My Direct Deposit Settings

You have signed up for direct deposit of your payroll.

Your paycheck is deposited to the  account number ending in  in

Last updated on

[Update Payroll Information](#)

You may also add or update your direct deposit information with your employer's accounting system.

[Update Accounting System Information](#)

Other Links

[View Payroll Direct Deposit Change History](#)

Step 10: Click on Update Accounting System Information

**Step 11: Read the Important Direct Deposit Information**

**Important Direct Deposit Information**



The data you submit will take effect with your next reimbursement, provided the reimbursement is processed through your campuses' accounting system and that process has not already been completed. Reimbursements may include but are not limited to travel reimbursements.

Check with your campus business office or your student financial aid office to verify the process and direct deposit update procedures for 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.

**Step 12: Click on OK**

OK

**Update Accounting System Direct Deposit Information**



**Payroll Direct Deposit Information**

Bank Routing Number  
Account Number  
Bank Account Type

**Step 13: Double check the bank information**

- Update All Existing A&M System Accounting Direct Deposit information to use the same bank account as is used for payroll above.
- Enroll in Accounting System Direct Deposit to my checking account below.
- Enroll in Accounting System Direct Deposit to my savings account below.

Save Changes

**Step 14: Choose 1 out of the 3 options**

**Step 15: Click on Save Changes**