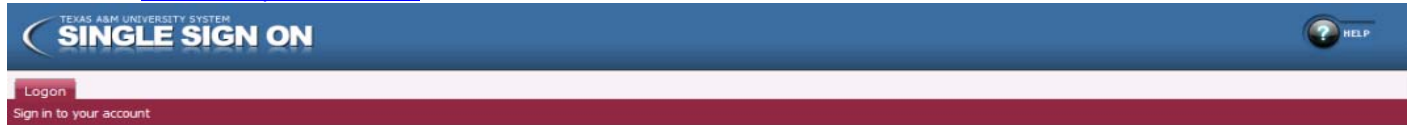




THE TEXAS A&M UNIVERSITY SYSTEM

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.



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. [HELP](#)

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

[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 > **My Payroll**

Step 7: Click on the tab 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 Recent Pay

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

Net Pay

[View your most recent pay stub](#)

My 2015 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 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 8: Click on Update Accounting System Information

Step 9: Read the Important Direct Deposit Info

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 10: Click on OK

OK

Update Accounting System Direct Deposit Information

Payroll Direct Deposit Information

Bank Routing Number
Account Number
Bank Account Type

Step 11: Double check the bank info

Step 12: Choose one out of the 3 options

- 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.

Step 13: Click on Save Changes

Save Changes