

Direct Deposit/Payment Election Setup



Be prepared for hurricanes and other natural disasters now. Ensure that you are signed up to receive your wages via direct deposit.

***Note:** New employees must complete/answer the Direct Deposition declaration (you certify that you will not wire your funds to a foreign bank) question before payment election setup. Please complete all your new hire workday inbox tasks before setting up your direct deposit.

1. Log in to Single Sign On : <https://sso.tamus.edu>
2. From the Workday Home Page - Click the **Pay** worklet
3. Click the **Payment Elections** button
4. If you do not currently have a bank account associated with your payment elections (e.g. you are not enrolled in direct deposit) you must add a bank account to the Accounts section of this page to add a direct deposit election



Pay

If you need to use multiple bank accounts, be sure all accounts are listed in the Accounts section of the page. To add an account, click **Add Account**

Accounts 1 item

Account Nickname	Country	Bank Name
BB&T Personal	United States of America	Branch Banking and Trust Company



5. After adding your account (s) scroll down to the **Payment Elections** section of the page

Note: Initially, you will likely see a section called **Payment Elections Requiring Setup** that shows your elections for Expense/Payroll payment types

6. Click **Add Elections** in the far right hand column of Expense/Payroll to set up th

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	Bank *****1665	*****1665	Balance Yes	Change Election

Payment Elections Requiring Setup 1 item

Pay Type	Default Payment Type	Description	
Expense	Check	No elections found.	Add Elections

Payment Types:
Payroll = payroll earnings
Expense = Reimbursements processed/paid through Accounts Payroll (i.e. travel reimbursements/vouchers)

7. In the **Payment Elections** section fill out the following information:

- **Country** (currency will automatically populate) , **Payment type** (Direct Deposit or Check), **Account**

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Am
+ -	X United States of America	X USD	X Direct Deposit	X Bank *****1665	Balance

8. Click the radio button for **Balance**

9. Click **OK**

Note: Make sure your payment elections were successfully save, if you have any errors contact our payroll office to assist you.



Tip: You may not delete an active account; you must first modify the payment election and remove the account before you can delete it entirely.



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