Direct Deposit/Payment Election Setup

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

   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

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 the

   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

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.

For Payroll Assistance:

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