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.

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 election for each payment type

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 saved, 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:
Anna delaGarza 825–3231
Maria E. Alaffa 825–5884
Raquel Flores 825–2411
Rosemary Muffoletto 825–5792

*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.