Texas A&M Engineering Experiment Station offers the option of sending payments for purchase and travel reimbursements by direct deposit to your checking or savings account. This is a convenience for anyone that receives payments or reimbursements on a regular basis. You can also receive an email confirmation for your receipt of this payment. Use HRConnect to sign-up for direct deposit of reimbursements.

1. Go to: https://sso.tamus.edu

2. Select HRConnect

3. Within HRConnect, select the “My Payroll” tab.

4. On the “My Payroll” tab, select the “My Direct Deposit” tab.
5. Select “Update Accounting System Information” to edit.

6. A verification will appear regarding updating the information, click OK after reviewing.

7. Under the section, Update Accounting System Direct Deposit Information, select the best option. Update to use the same as Payroll bank account information or update to use an alternate bank account. If you receive any type of error message, correct the error and be sure the update option is check, then press submit. This will transfer to all campus codes (TEES, TAMU, etc.) that have you set up as a vendor in their accounting system.

8. If you would like e-mail notification for local funds, send an e-mail to vendorsetup@tees.tamus.edu with ACH email as the subject and your e-mail address listed in the body of the email and we can add this information for TEES.