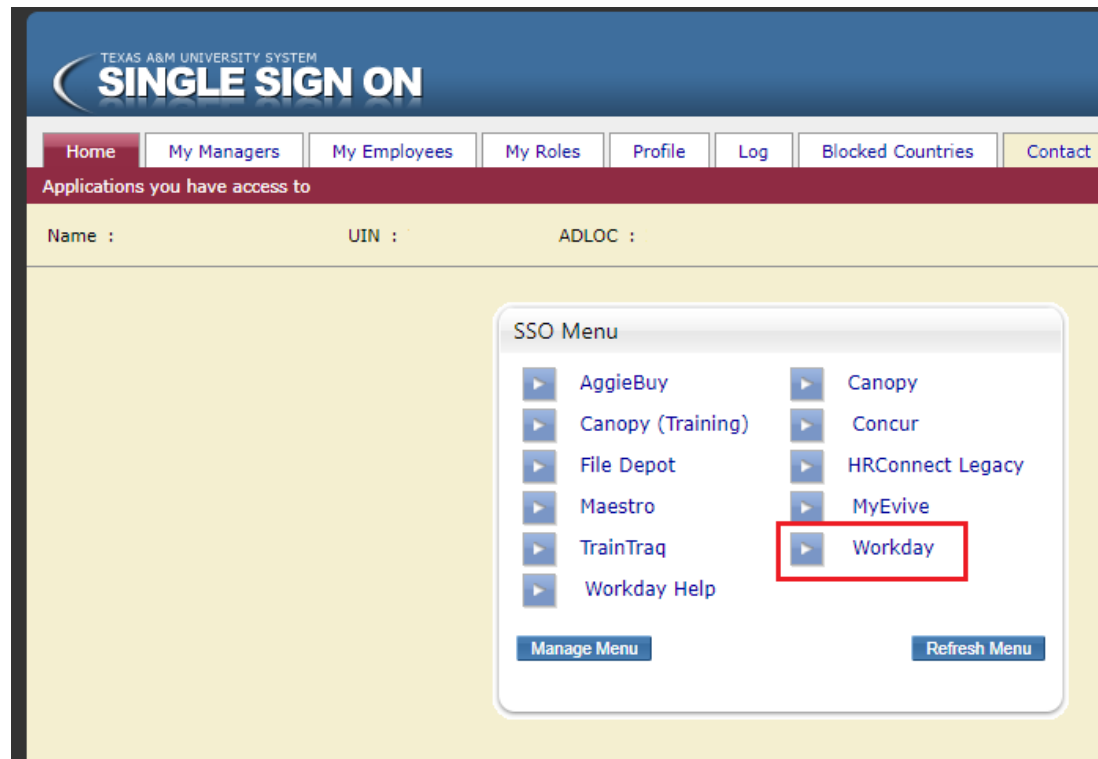


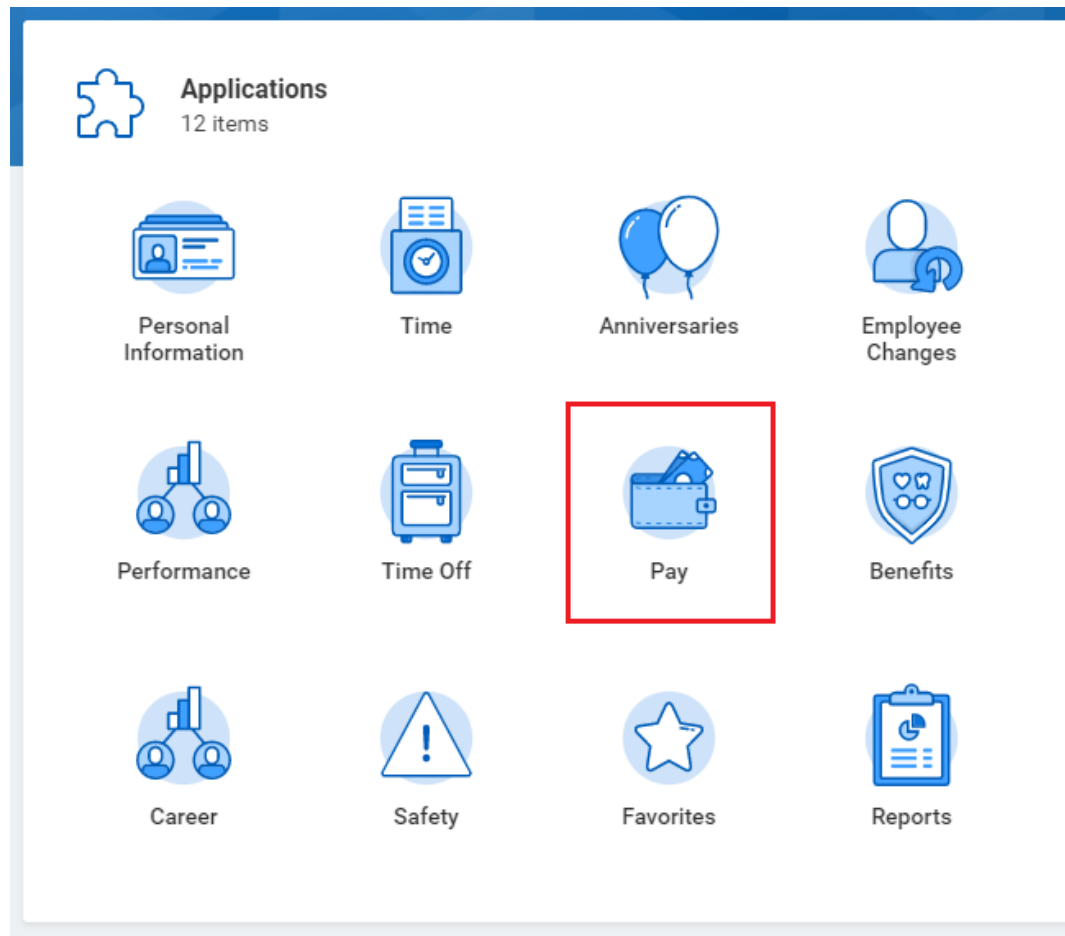
Employee Direct Deposit for Reimbursements

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 Workday to sign-up for direct deposit of reimbursements.

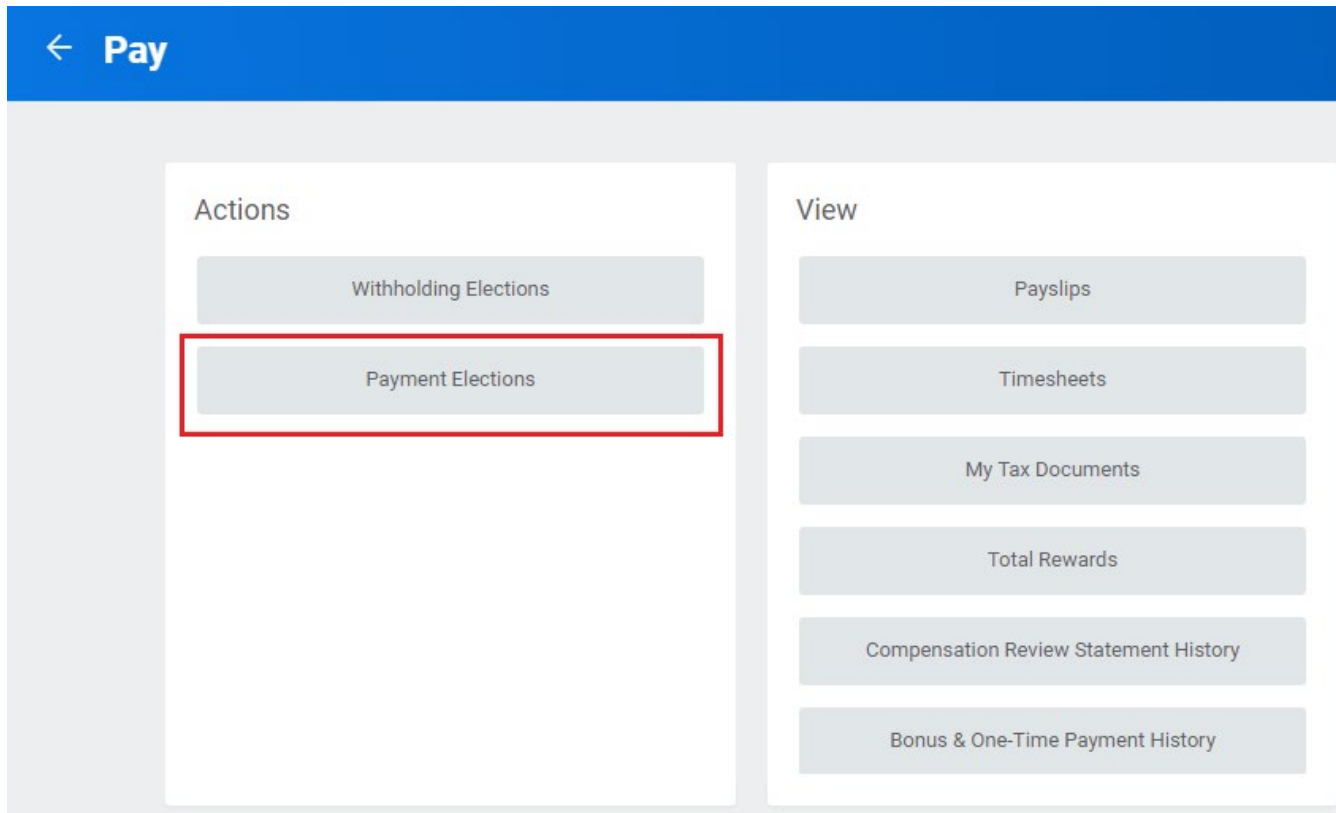
1. Go to: <https://sso.tamus.edu> and select "Workday".



2. Within Workday, select the “Pay” worklet.



3. Select “Payment Elections”.



4. Notice if you have a bank account in Workday already. Is it accurate? If not, delete or change the account.

5. If you want to add another account (or you do not have an existing account yet), click on “Add”. You can direct Fiscal Office “Expense” reimbursements (e.g., travel) into a different account than your “Payroll”, so it is okay to have more than one bank account in this section.

Payment Elections [Search] [Menu]

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 11/24/2017 05:30 PM

Turn off the new tables view

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank *****6447	United States of America	Bank	Checking	*****6447	<button>Edit</button> <button>Remove</button> <button>View</button>

Add

6. Once you have an accurate bank account(s) in Workday, you can elect to use an account from the “accounts” section for your “Expense” Pay Type in the “Payment Elections” section. Below is an example of an employee who has their Payroll and Expense Pay Types both going to the same bank account (this is the most typical situation).

Payment Elections 2 items

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	Bank *****0086	*****0086	Balance Yes	Change Election
Expense	Direct Deposit	Bank *****0086	*****0086	Balance Yes	Change Election

7. For new employees or employees who are not currently setup with direct deposit for “Expense” Pay type (screen does not look like the above), once you have added a bank account, you will press “Add Elections”. See screen shot below.

Worker: Lynn Krueger
Default Country: United States of America
Default Currency: USD
Status: Successfully Completed

Accounts: 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank *****2574	United States of America	Bank	Checking	*****2574	Change Account Delete Account

Add Account

Payment Elections: 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	Bank *****2574	*****2574	Balance Yes	Change Election

Payment Elections Requiring Setup: 1 item

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

8. Below is the screen that appears once you press “Add Elections”.

Payment Election

**Please note that by submitting this payment election request you are consenting to receive your pay slip electronically.

Pay Type Expense
Worker Lynn Krueger
Default Country United States of America
Default Currency USD
Number of Elections Allowed 1

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
					<input type="radio"/> Balance

9. Complete the Country (typically US), the currency (typically USD), the payment type (Direct Deposit) and then the bank. Bank will be a drop down from the choice(s) you entered above in the “Account” section of the screen (step 6). Lastly select “Balance”. See below.

Payment Election

**Please note that by submitting this payment election request you are consenting to receive your pay slip electronically.

Pay Type Expense
Worker Lynn Krueger
Default Country United States of America
Default Currency USD
Number of Elections Allowed 1

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
	X United States of America	X USD	X Direct Deposit	Bank *****2574	<input checked="" type="radio"/> Balance

Once complete, your screen will look like the screen shot in step 7.

10. If you are an employee who was with The A&M System before Workday and are already receiving ACHs for A/P and travel disbursements (known as Expense Pay Types in Workday), Workday will not reflect that properly and the screen will look like the below. You do not need to take action if your Expense reimbursements are already being paid via direct deposit (ACH). However, feel free to complete the above Workday steps if you desire. If you make a change in Workday to a bank account, it will flow into our Accounting system (FAMIS).

The screenshot displays the Workday interface for a worker's account and payment election settings. It is divided into three main sections: Worker Information, Accounts, and Payment Elections.

Worker Information:

- Worker: [Name]
- Default Country: United States of America
- Default Currency: USD
- Status: Successfully Completed

Accounts (1 item):

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank *****2574	United States of America	Bank	Checking	*****2574	Change Account Delete Account

[Add Account](#)

Payment Elections (1 item):

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	Bank *****2574	*****2574	Balance Yes	Change Election

Payment Elections Requiring Setup (1 item):

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

If you have questions about these instructions for setting up employee “Expense” reimbursements (known as A/P and travel reimbursements), please contact Lynn Krueger (979.458.7446) or Karen Gregory (979.458.7438) in TEES Fiscal.

For questions on how to set up your “Payroll” (as opposed to “Expense”) direct deposit, please contact Engineering Payroll at 979.458.7493.