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

4. Select “Payment Elections”

5. Notice if you have a bank account in Workday already. Is it accurate? If not, delete or change the account.
6. If you want to add another account (or you do not have an account in there now) press “Add Account”. You can have Fiscal Office “Expense” reimbursements (e.g., travel) put into a different account than your “Payroll” so it is okay to have more than one bank account in this section.

7. 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).
8. 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.

9. 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.*
10. 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](image)

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

11. 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).
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.