Don't be caught without your money...The hurricane season has arrived…. Prepare and make sure you are able to access your money when you need it....Payroll checks could be delayed, especially if you evacuate the area….Sign up for direct deposit via HRConnect….Turn the page over and see how to go paperless while you are at it…. If you are already on direct deposit, go paperless and keep your information secure.

How to sign up for Direct Deposit via HRConnect

Go to: https://sso.tamu.edu

Login to Single Sign On:
Enter your UIN (Universal Identification Number)
Enter your password
Click on the SUBMIT button

(NOTE: If this is the first time signing on, enter your UIN and click on the "New Employee-Set up your password" located below the SUBMIT button and follow the prompts)

From the SSO Menu click: HR Connect

Select: Payroll Data Tab
Scroll down to: Direct Payroll Deposit Information
Click: "Click to Edit" button

Your options are:

- Enroll in Direct Deposit to my checking account
- Enroll in Direct Deposit to my savings account

Select: checking or savings

Enter: Bank Routing Number and Bank Account Number

Click: SUBMIT button

You will be asked to verify information

Click: DATA IS CORRECT-SUBMIT button

How to sign up for Paperless Payroll Earnings and W-2

Receive your information early and save the University money!!

Go to: https://sso.tamu.edu

Login to Single Sign On:
Enter your UIN (Universal Identification Number)
Enter your password
Click on the SUBMIT button

(NOTE: If this is the first time signing on, enter your UIN and click on the "New Employee-Set up your password" and then click on the submit button and follow the prompts)

From the SSO Menu, click on HR Connect.

For paperless earnings records:

Select the Payroll Data Tab and scroll down to On-line Payroll Earnings Information.

Click on the Edit button and read through the information. You will need to enter an email address to proceed. Select the "On-Line Payroll Notification via e-mail (No paper earnings statement)"

Click on the submit button:

For paperless W-2:

Select the Payroll Data Tab and scroll down to On-line W-2 Information.

Click on the Edit button and read through the information. You will need to enter an email address to proceed. Select the "On-Line Form W-2 (No paper copy will be sent)"

Click on the submit button:

Please call if you need further assistance:

Terry Hidalgo	Sylvia Garcia	Melissa Wright	Rachel Flores
(361) 825-2411	(361) 825-5884	(361) 825-2408	(361) 825-5792