

## To Add or Update Direct Deposit Information

1. Login to **SSO - Workday**
2. Click on **Menu** in the upper left corner and choose **Pay** from the list.
3. Click on **Payment Elections** in the Actions box.
4. Click **Add** in the Accounts section to enter your direct deposit information. To add more than one direct deposit account, you will click the Add button again, and enter the information for the additional account.
5. Enter your Account Type, Routing Transit Number,

Feel free to contact the Payroll Department with any questions or to confirm changes.  
[payroll@tamuk.edu](mailto:payroll@tamuk.edu) or 361-593-4604