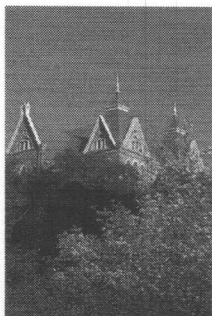


## Fast - Safe - Convenient

Texas State University Payroll Office is pleased to offer direct deposit of payroll checks to our employees.

- Direct deposit gives you same-day access to your money on payday.
- Your money is transferred electronically to your secure bank account automatically.
- Save time and money: no more trips to the Cashiers Office to find a parking space, pick up your paycheck then to the bank to deposit it.
- Easily view and print your pay statement via the web through the SAP portal.
- Access to free checking, free online banking and free bill pay at many local financial institutions.

(Sign me up!)



### Online Sign-up Instructions

The SAP Portal enables you to review and update your information in the Human Resource database:

1. Visit the SAP login site at <https://ibis.sap.txstate.edu:50001/irj/portal>.
2. Log in using your SAP User Name and Password. (For assistance with your SAP User Name and Password, please contact SAP Security at [itac@txstate.edu](mailto:itac@txstate.edu).)
3. Click on the '**Employee Self-Service**' tab to access the system which will enable you to enter or change your bank information. You will need your bank account number and your bank's ABA routing number (usually a 9-digit number located at the bottom of your check or deposit slip).
4. Choose the '**Personal Information**' link, then choose the '**Bank Information**' link and complete the steps using your bank account information.
5. If you change your bank account and need to update your banking information, follow the steps in #4 above.
6. To un-enroll in the direct deposit program please contact the Office of Payroll and Tax Compliance for additional information at (512) 245-2543 or [payroll@txstate.edu](mailto:payroll@txstate.edu).

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### Paper Sign-up Instructions

1. Complete the Direct Deposit Enrollment Form.
2. For checking accounts, attach a copy or an original voided check from your account. For savings accounts, be sure to include your ABA routing number and account number where noted on the form.
3. Submit paperwork by fax or in person:

#### Enroll By Fax

Fax the completed form and a copy of a check to (512) 245-9292.

#### Main Campus Drop Off

The completed form and a copy of a check (if applicable) can be delivered in person to Payroll and Tax Compliance, JCK Building, Room 516. (You may also fill out enrollment forms in person at this office.)

4. To un-enroll in the direct deposit program please contact Payroll and Tax Compliance for additional information at (512) 245-2543 or [payroll@txstate.edu](mailto:payroll@txstate.edu).

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NOTE: In order to comply with Texas State University System rules, beginning January 1, 2007, all payments from Texas State University will be sent electronically via ACH/direct deposit unless the employee elects in writing to receive payment by check rather than electronically. This rule covers all full and part-time employees. If an employee chooses to decline enrollment in this program, they would need to complete the required paperwork at the Payroll and Tax Compliance office located in JCK 516. All bank processing will be encrypted for security and safety of information.