To set-up your own Bank Account as your Payroll Preference:

***Make sure your first OneCard has been activated before you attempt to do the following:

1. Go to asuone.com
2. Login with your email address and password.
3. Mouse over to “Payroll” on the menu bar, then select “Payroll Preferences”.

4. Select ACH Transfer (Deposit to Another Account), then click “Update Preference” button at the bottom.

**Payroll Disbursement Preferences**

If you work for ASU, your paycheck is disbursed through Higher One. Choosing to receive your payroll to your OneAccount will always be the fastest way to receive any payment owed to you.

Since Higher One receives the payroll disbursement file prior to the pay date, we have been able to also make ACH Transfer (to other bank) available the day that ASU specifies that payroll be made available. Learn more about how payroll is disbursed with Higher One.

**Your Current Payroll Disbursement Preference**

Your current payroll preference is set to **OneAccount**.

Preference changes will affect future payments, or those payments that are currently in the pending status. Changing your preference will not affect payments that have already been disbursed.

<table>
<thead>
<tr>
<th>Disbursement Choices</th>
<th>Description</th>
<th>Time of Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>OneAccount</td>
<td>I would like to have my ASU payroll deposited into my OneAccount. It’s fast, easy, and deposited immediately on the date that ASU has specified that payroll disbursements be made available. It is free to receive payroll to the OneAccount.</td>
<td>Immediately on the paydate specified by ASU</td>
</tr>
<tr>
<td>ACH Transfer (to other bank)</td>
<td>Please deposit my payroll disbursement from Angelo State University into a third party bank account. There is no charge for receiving your payroll disbursement in this way. To receive your payroll disbursement by direct deposit to another account, you are required to have this option selected and submit the account and routing information for the account to which you would like your payroll disbursement transferred. If you have already submitted the routing and account information for the bank account you wish to use as it is the same as for your refund preference, there is no need to resubmit your information.</td>
<td>2-3 days if preference is chosen when a disbursement is pending and the pay date has passed, immediately on the paydate if preference was set at least 2 days prior to the current pay date specified by ASU</td>
</tr>
</tbody>
</table>

By selecting a preference above I accept and am authorizing Angelo State University to deliver the method I have selected, any payroll or any funds owed to me.

Additionally, I authorize Angelo State University or Higher One to reverse or originate debits for any delivered funds, if I am not eligible to receive such funds or to correct any University or Higher One error. Payroll funds you are otherwise eligible to receive will not be reversed.

[Update Preference]
5. Click “Confirm Payroll Preference”.

Payroll Disbursement Preferences

You are trying to change your payroll preference from OneAccount to ACH Transfer (to other bank).

Important Note: Please be advised that for your protection, Higher One will not forward financial payroll checks. Please verify that your mailing address on file is correct.

To ensure that Higher One is able to accurately process your payroll in a timely manner, please make sure that the following information is accurate. If this information is accurate, please select the “Confirm Payroll Preference” button below.

If the information is inaccurate, please update your primary address and email address on your profile. After updating your current contact information, please update your payroll preference settings.

6. Enter your banking information then click “Continue”.

Set Up Your Banking Information

If you have selected 3rd Party ACH as your preference, please enter your banking information below.

<table>
<thead>
<tr>
<th>Banking Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide the following required information:</td>
</tr>
<tr>
<td>Bank Name: [ ]</td>
</tr>
<tr>
<td>Account Type: [ ] Checking [ ] Savings</td>
</tr>
<tr>
<td>Bank Routing Number: [ ] [ ]</td>
</tr>
</tbody>
</table>

This number is located between the # symbols. This number will always start with a 0, 1, 2, or 3. If you are adding a savings account, you may have to contact your bank and ask them what the routing number for the account is.

Account Number: [ ] [ ]

This number comes before the # symbol. Exact location and number of digits vary between banks.

Retype Account: [ ] [ ]

Check Sample

<table>
<thead>
<tr>
<th>Routing Number</th>
<th>Check #</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>211554485</td>
<td>0012</td>
<td>1456874801</td>
</tr>
</tbody>
</table>
7. Verify your banking information (bank name, routing #, and checking #), then click “Submit Electronically”.

You will be fully responsible if any of the information is incorrect and results in the misrouting of the disbursement of your payroll.

NOTE: To check the status of your payroll (paycheck), please call the Payroll office at (325) 942-2727.

If you need further assistance, please come by the OneCard office at 1825 Johnson St. or call us at (325) 942-2331 during office hours, Monday-Friday, 8 a.m. to 5 p.m., Monday-Friday, 8 a.m. to 5 p.m.