

# 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](http://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

Current Preference: [OneAccount](#)

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.

Disbursement Choices	Description	Time of Receipt
<input type="radio"/> <b>OneAccount</b>	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.	<b>Immediately on the pay date specified by ASU</b>
<input checked="" type="radio"/> <b>ACH Transfer (to other bank)</b>	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.	2-3 days if preference is chosen when a disbursement is pending and the pay date has passed. Immediately on the pay date if preference was set at least 2 days prior to the current pay date specified by ASU

By selecting a preference above I accept and am authorizing Angelo State University to deliver in the method I have selected, any payroll or any other 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

Current Preference: **OneAccount**

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.

Avenue K  
San Angelo, TX 76903

Email: [Redacted]

**Confirm Payroll Preference**

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.

### Banking Information

Please provide the following required information:

Bank Name:

Account Type:  Checking  Savings

Bank Routing Number:

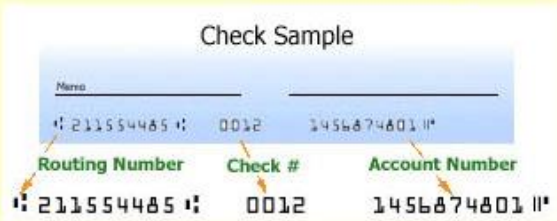
This number is located between the **⌚** symbols. This number will always start with a 0, 1, 2, or 3. If you are adding a savings account, you may have to contact your bank and ask them what the routing number for the account is.

Account Number:  **⌚**

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

Retype Account:  **⌚**

Check Sample



The check sample shows a routing number of 211554485, a check number of 0012, and an account number of 1456874801. Arrows point from the labels 'Routing Number', 'Check #', and 'Account Number' to their respective values on the check.

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.

## Set Up Your Banking Information

**Verify your banking information**

**Bank Name:** Capital One  
**Account Type:** Checking  
**Bank Routing Number:** [REDACTED]  
**Account Number:** [REDACTED]

By submitting this request I agree to receive disbursements electronically to account [REDACTED] / R/T [REDACTED], and authorize Higher One, Inc. to disburse these electronic transactions to the aforementioned account. I also certify that the account information I have provided is correct and agree that I am fully responsible if any of the above information is incorrect and results in the misrouting of the disbursement. I agree to hold Higher One, Inc. harmless for any damages, expenses or costs that result from the inaccuracy of the bank information provided by me. Furthermore, I authorize Higher One, Inc. to initiate a debit to the account specified above in the event that an error was made resulting in overpayment or fraud.

Back

Submit Electronically

**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.*