

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 Deposit to an Existing Account, then click "Update Preference" button at the bottom.
5. Click "Confirm Payroll Preference".
6. Enter your banking information then click "Continue".
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 1830 Rosemont Dr. 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.