Electronic Pay – Two Options

MD Anderson promotes electronic pay for everyone. It’s a faster and better way to receive your pay.

For many, the only way to enjoy the benefits of electronic pay has been through a bank account. We’re introducing the CashPay Visa paycard for employees hired on or after Oct. 16, 2016, who don’t have or don’t want a bank account. More information on when this option will be available for existing employees will be shared later in Fiscal Year 2017.

Here are the electronic pay options:
• Direct deposit to a bank account
• Direct deposit to a paycard

Direct Deposit

1) Go to MD Anderson Home Page
2) Click on myHR/PeopleSoft at the top of the web page
3) Click on PeopleSoft>myHR
4) Enter your Employee ID number and your password
5) Click on the Employee Quick Links tile
6) Click on Payroll and Compensation
7) Click on Direct Deposit
8) Click on ADD ACCOUNT
9) Provide your account information
10) Please read the Terms for Participating in Direct Deposit information at the bottom of the page.
    Click on Accept Terms and Save the form when you have entered all the required information.
How to Enroll in Direct Deposit

1. Go to the MD Anderson home page
2. Click on myHR/PeopleSoft at the top of the web page
3. Click on PeopleSoft > myHR
4. Enter your Employee ID number and your password
5. Click on the Employee Quick Links tile
6. Click on Payroll and Compensation
7. Click on Direct Deposit
8. Click on ADD ACCOUNT
9. Provide your account information

- **A** Enter the routing number of your bank.
- **B** Enter the account number.
- **C** Enter the account number a second time.
- **D** Select account type from the drop-down box: checking or savings account
- **E** Enter the deposit type from the drop-down box: Amount, Balance of Net Pay or Percent

**NOTE:** Select Amount or Percent if you have more than one account. Select Balance of Net Pay if you have one account for direct deposit

- **F** Enter the amounts or the percent of deposit you want to go to each account.
- **G** When you choose Balance of Net Pay for the last count, the Deposit Order should be 999*.

* Make sure you select Balance of Net Pay for the last account you enter, so the remainder of your paycheck goes to that account.

10. Click on Accept Terms and Save the form when you have entered all the required information.

**Good to Know:** Make sure you include the Deposit Order for each account entered. For example, if you are splitting your paycheck with deposit in to four accounts, number each account from one to four for the order you want the deposits to be made.

MD Anderson's preferred method of payment is electronic (i.e., direct deposit). If you do not elect direct deposit you will be automatically enrolled in the Paycard program.
Payroll Card

New employees and appointees will be automatically enrolled in a CashPay Visa paycard if they don’t sign up for direct deposit to a bank account prior to their first paycheck.

1) Your CashPay Visa paycard will arrive by mail to the home address on file.
2) Make sure that you review your online myHR account information to confirm that the correct address is saved to avoid a delay in receiving your pay.
3) MD Anderson addresses cannot be used for delivery of the CashPay Visa paycard.

FAQs

1. What is the CashPay Visa paycard?
The CashPay Visa paycard lets you enjoy the benefits of electronic pay, without needing a bank account. How do I sign up for a CashPay Visa paycard?

2. Can I have direct deposit to both a CashPay Visa paycard and a bank account?
Anyone with a CashPay Visa paycard has the option to add direct deposit to a bank and split their paycheck between both accounts. Here’s how:

- You must first receive your CashPay Visa paycard.
- You can then log into your online myHR account to add direct deposit and provide you bank account information.
- Then, you will need to indicate the amount of pay you want to be deposited into each account.

3. How can I view my paystub?
You can view your paystub anytime through your online myHR account.

For questions, please contact 5-myHR (713-745-6947).

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Entering W-4 Tax Information

*Before beginning this process, you must have a valid myHR sign on. If not please contact 4-info.

1) Go to inside.mdanderson.org.
2) Go to Popular Links and select myHR/Resource One.
3) Log in to myHR/Resource One with your employee ID number and password (the same password you use as your workstation login).
4) Once logged in, under Main Menu, select myHR for Employees, then Payroll and Compensation and finally W-4 Tax Information.

1. Enter the number of allowances you are claiming.
2. If you want an additional amount taken out of each paycheck, enter the desired amount here.
3. Select your filing status.
4. Check this box if you want your filing status to be married but withhold at a higher single rate.
5. Check here if this applies to you.
6. Check here if you are exempt.
7. Review your choices the click the submit button to process.
8. Enter your password.
9. Click continue, your choices have been saved.

For questions, please contact 5-myHR (713-745-6947).
For W-4 instructions, please go to www.irs.gov.