

Direct Deposit and Payment Elections

Workday User Guide for Employees



Direct Deposit

1. From the Workday home page, select **View All Apps** then select the **Benefits and PAY** application.
2. IN THE TASKS COLUMN, CLICK THE ARROW to extend the **Pay** menu.
3. Click **Payments** and scroll down to **Payment Elections**.
4. Click **Add**.
5. Select **Direct Deposit** in the Payroll Payments field.
6. Select **Direct Deposit** in the Expense Payments field.
7. Add an **Account Nickname** (optional).
8. Enter the **Routing Transit Number**.
9. Enter the **Bank Name**.
10. Enter the **Bank Identification Code**, if applicable.
11. Select the **Account Type** (Checking or Savings).
12. Enter the **Account Number**.
13. Click **OK**.

Payment Elections

1. From the Workday home page, select **View All Apps** then select the **Pay** application.
2. In the Tasks column, select **Payment Elections**.
3. Click **Edit** in the Payment Elections section to add or modify payment elections.
4. Click the **plus sign** to add (or **minus sign** to remove) an account.
5. Enter the **Account Nickname**, if applicable.
6. Enter the **Bank Sort Code**.
7. Select the **Account Type**.
8. Enter the **Account Number**.
9. Fill out remaining fields as needed.
10. Click **OK**.
Note: If you only have one bank account to enter, the process is complete.
11. Click **OK**.
12. If you are adding another bank account, continue to the next section of this user guide.



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Payment Elections with Multiple Bank Accounts

1. From the Workday home page, select **View All Apps** then select the **Pay** application.
2. In the Tasks column, select **Payment Elections**.
3. Click **Edit** in the Payment Elections section to add or modify payment elections.
4. Click the **Add** icon to add additional bank accounts.
5. Select **Country**. This will automatically populate the **Currency**.
6. Select the **Payment Default**. To add another bank account, select 'Direct Deposit'.
7. Select the **Account**.
8. Select the radio button for **Balance**, **Amount**, or **Percent**.
9. If choosing **Amount** or **Percent**, enter the amount or percent to allocate to that account. For example:

10. Ensure the accounts are in the correct order for payment – the reimbursements will follow the order of the accounts, starting with the account at the top. To re-order, click the triangles in the **Order** column to move the accounts up or down.

Example: For a reimbursement - 15% will be distributed to the Savings account below, then the remaining balance will be distributed to the Checking Account.

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit	Savings	<input type="radio"/> Balance <input type="radio"/> Amount 0.00 <input checked="" type="radio"/> Percent 15
+	United States of America	USD	Direct Deposit	Checking Account	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00

Country	Currency	Payment Type	Account	Balance / Amount / Percent
USA	USD	Direct Deposit	Savings	15 percent
USA	USD	Direct Deposit	Checking	Balance

