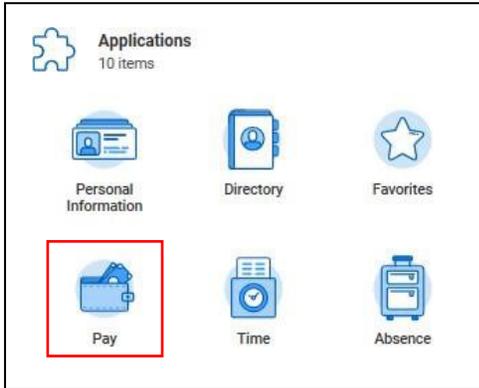


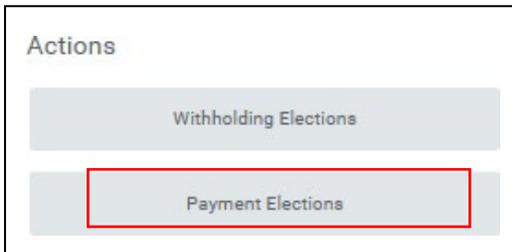
MAINTAIN PAYMENT ELECTIONS

You can select how to receive payment for each type of pay and update your direct deposit information.

1. From your Workday homepage, navigate to the **Pay** application.



2. From the Actions column, click **Payment Elections**.



ADD ACCOUNT

- 1. You must associate a bank account with your profile before adding payment elections.

To update your existing account information in Workday, click **Edit**. If you do not have existing account information in Workday or want to add another account, click **Add** to enter your account information.

Worker	Your Name
Default Country	United States of America
Default Currency	USD
Payment Election	No payment elections specified.
<input type="button" value="Add"/>	

Account Nickname	Country	Bank Name	Account Type	Account Number	
TD BANK USA N.A. *****5975	United States of America	TD BANK USA N.A.	Checking	*****5975	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

- 2. Provide your account information. Workday uses a sample check to prompt how to do so.

Sample Check

Jonathon Doe 4321 Main St. Anywhere, CA 94000	DATE _____	-123-
_____ \$ _____		Dollars
YOUR BANK NAME 9876 1st St Anywhere, CA 94000	DO NOT INCLUDE Check # _____	
⑆ 23456789 ⑆ 0001234567890 ⑆ 00123		
9 Digit Routing # Between the ⑆ symbols	Account # Include all zeros	

- 3. Enter your **Account Type**, **Bank Name**, **Routing Transit Number**, and **Account Number**.

Note that you are not required to enter a **Bank Identification Code** in the **Additional Information** section.

Account Information

Account Nickname (optional)

Account Type * Checking
 Savings

Bank Name *

Routing Transit Number *

Account Number *

- 4. Click **OK** to save your changes or new account information.

DELETE ACCOUNT

- 1. To delete your account, click **Remove**.
- 2. You will need to confirm that you want to delete your account. Click **OK** to do so.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
TD BANK USA N.A. *****5975	United States of America	TD BANK USA N.A.	Checking	*****5975	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

CHANGE PAYMENT ELECTIONS

You must always have a **payment election** designated. If you have one account entered, it automatically populates your election.

1. To designate or change your payment election, click **Edit**.



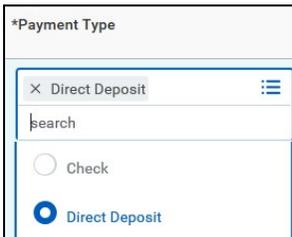
Payment Type	Account	Account Number	Distribution
Direct Deposit	TD BANK USA N.A. *****5975	*****5975	Balance Yes

2. **Country** will default to the United States and **Currency** will default to USD.



Order	*Country	*Currency
+	x United States of America	x USD

3. Under **Payment Type**, you can designate how to deposit the balance (typically via Direct Deposit).



*Payment Type

x Direct Deposit

search

Check

Direct Deposit

4. In the **Account** field, if you have **added multiple accounts**, click which you would like this deposit made to. Otherwise, it will auto-fill.



Account

x TD BANK USA N.A.
*****5975

- If you are splitting your deposits amongst multiple accounts, enter a dollar amount or a percentage. Together these elections must equal 100% of your paycheck. Otherwise, you will get an error message.

*Balance / Amount / Percent

Balance

Amount

Percent

*Balance / Amount / Percent

Balance

Amount

Percent

- You can also choose to have the entire or remaining **Balance** deposited. Specific amounts or percentages must be allocated first, and balance amount designated last on your desired accounts.

*Balance / Amount / Percent

Balance

- Click **OK** to save your changes.
- Use the **Add** icon  to select additional payment elections.

Payment Elections 1 item

	Order	*Country	*Currency
		<input type="text" value="United States of America"/>	<input type="text" value="USD"/>

- 9. Click **OK** to save your changes.
- 10. If you are bonus-eligible, Workday provides a bonus direct deposit allocation in addition to your regular pay. You can make changes to the payment elections for your bonus by reviewing the **Bonus PayType**.

Payment Elections 3 items					
Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	.	*****	Amount 100.00	Edit
	Direct Deposit	- ..	*****	Balance Yes	
Bonus	Direct Deposit		*****	Balance Yes	Edit

- 11. To do so, click **Edit**. Then follow the steps outlined above to make your payment elections.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.