

## Add direct deposit account

Open <u>Workday</u> and select *Payment Election* in your inbox.

All Items	9 items	Manage Payment Elections
Q Search: All Items	1	☆ @ Ľ
Advanced Search		
Onboarding: 04/01/2024 Effective: 04/01/2024	•	Person Default Country United States of America Default Pursence USD
Veteran Status Identification:	☆	Status In Progress
Effective: 04/01/2024		Last Updated
Payment Election:	☆	- No accounts found.
		Add

**1.** Select *Add* to enter your account information.

1 craon				
Default Country	United States of America			
Default Currency	USD			
Status	In Progress			
Last Updated				
- No accounts found.				
Add				

**2.** Complete the required fields (marked with an asterisk).

Account Information				
Account Nickname (option	al)			
Routing Transit Number	*			
Bank Name	*			
Bank Identification Code				
Account Type	* Checking Savings			
Account Number	*			
ок	Cancel			

Select

## Make payment elections for each pay type

 Scroll down to the *Payment Elections* grid and select *Edit* to set up your election for each pay type: *Semi-Month Payroll Payment* and *Bonus Payment Election*.

ayment Elections 5 items		Payment Elections				
Рау Туре	Payment Type	Account	Account Number	Distribution		
3onus Payment Election	Outsource Check			Balance		
Semi-Monthly Payroll Payment Election	Outsource Check			Balance		
Expense Payments	Expense Reimbursement			Palanaa		



- 2. Enter your preferred payment type (direct deposit or outsource check) for both Bonus Payment Election and Semi-Monthly Payroll Payment Election.
- **3.** For direct deposit, select the appropriate account.
- **4.** Click *OK*.

## **Pay Types**

When you select Payment Elections, under Pay Type you will see two lines: Bonus Payment Election and Semi-Monthly Payroll Payment Election. Bonus payment refers to payments other than your regular salary and may have a different tax withholding. Workday gives you the option to direct your semi-monthly payroll earnings and supplemental wages (bonuses) to different accounts. Please do not change the expense reimbursement pay type.

## (Optional) Split payments into more than one account

1. Select *Edit* next to the pay type you want to split.

Semi-Monthly Payroll Payment Election	Direct Deposit	*****1436	Amount 165.00	Edit
	Direct Deposit	*****6760	Balance Yes	
1				>



2. Under *Payment Elections* select the plus sign.



3. Complete the Country, Payment Type, Account and Balance/Amount/Percent\* fields.

Payment Elections 3 items						F 🗖 🖬	.7		
$\oplus$	Order	*Country	Payment Type	Payment Type			*Balance / Amount / Percent		
( <del>)</del> (-)	ΨΨ	× United States of A	× Direct Deposit	:=	× Test Test	:=	Balance     Amount 250.00		^
÷	A V	United States of A	vect Deposit				Balance Amount 165.00		
÷	▲ ≜	United States of Am	Oirect Deposit				Amount 0.00		~

\*Note: The name of this column is misleading as Workday does not currently allow splits by percent, only by amount and remaining balance.

Select OK. 4.