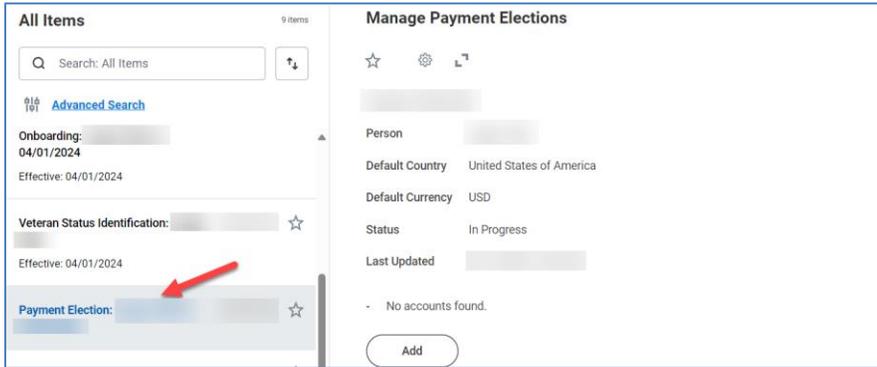
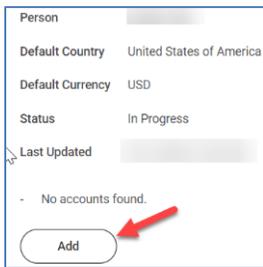


Add direct deposit account

Open [Workday](#) and select *Payment Election* in your inbox.



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



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

3. Select *OK*.

Make payment elections for each pay type

1. 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*.

Pay Type	Payment Type	Account	Account Number	Distribution
Bonus Payment Election	Outsource Check			Balance <input checked="" type="checkbox"/>
Semi-Monthly Payroll Payment Election	Outsource Check			Balance <input checked="" type="checkbox"/>
Expense Payments	Expense Reimbursement			Balance <input checked="" type="checkbox"/>



Manage Payment Elections

Quick Reference Guide

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

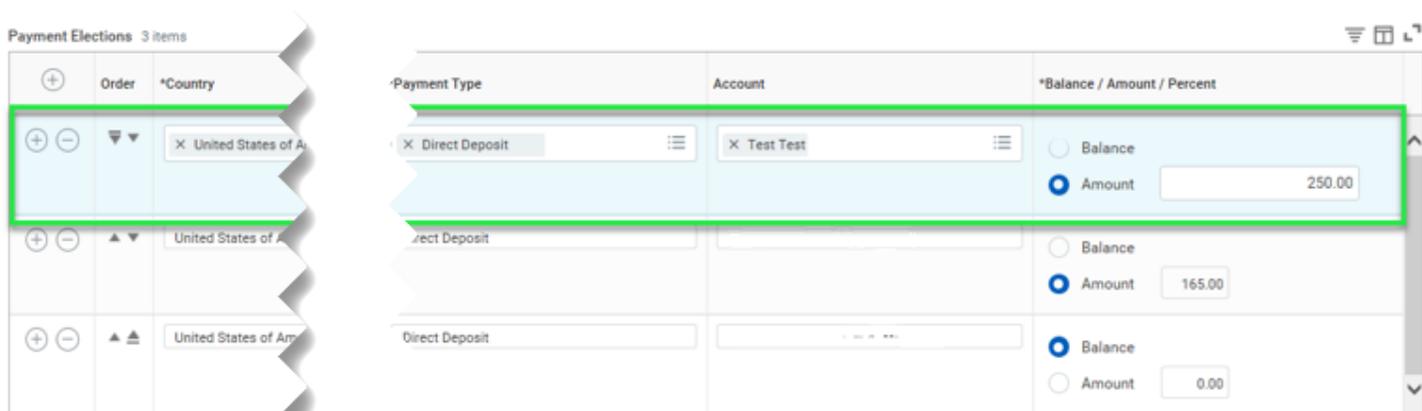
1. Select *Edit* next to the pay type you want to split.

Semi-Monthly Payroll Payment Election	Direct Deposit	*****1436	Amount 165.00	<input type="button" value="Edit"/>
	Direct Deposit	*****6760	Balance Yes	

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



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



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

4. Select *OK*.