

# Job Aid:

## Direct Deposit Setup and Changes

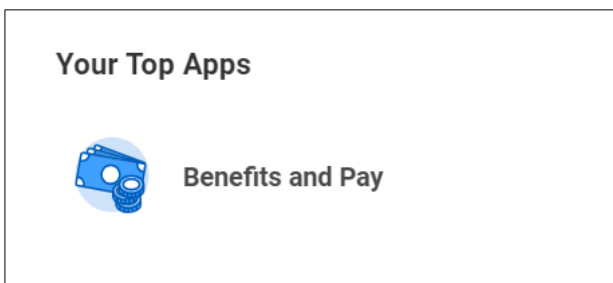
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### Overview

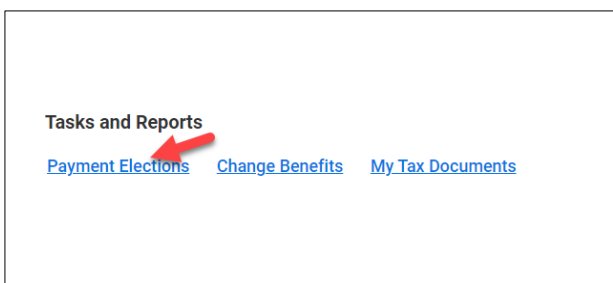
This will guide employees on how to submit direct deposit account information and make payment election changes in Workday.

### Procedure: Adding Direct Deposit Account(s)

1. On the Workday homepage, click the Benefits and Pay application icon.



2. In the Tasks and Reports, select Payment Elections.



3. To add an account, click on the Add button.

- No accounts found.

**Add**

Payment Elections 1 item

Pay Type
Claremont Payroll Payment Election Rule

4. Enter the Account Information required fields, and then click OK.

**Account information is located on your personal checks**

**Account Information**

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \* ☒ Checking ☐ Savings

Account Number \*

**OK** **Cancel**

5. Next, scroll down to the Payment Election Section and click Edit.

Payment Elections 1 item				
Pay Type	Payment Elections			
	Payment Type	Account	Account Number	Distribution
Claremont Payroll Payment Election Rule	Check			Balance Yes
				<b>Edit</b>

6. For **single account set up**, select Direct Deposit in the Payment Type drop-down. Then select the account. Choosing Balance ensures your full payroll paycheck is direct deposited. Proceed to step 9.

*Payment Type	Account	*Balance / Amount / Percent
<div>✕ Direct Deposit</div>	<div>✕ Balance Account *****9999</div>	<div><input checked="" type="radio"/> Balance</div> <div><input type="radio"/> Amount <input type="text" value="0.00"/></div> <div><input type="radio"/> Percent <input type="text" value="0"/></div>

7. For **multiple account set up**, click the icon to add rows. Select Direct Deposit in the Payment Type drop-down for each row.

*Payment Type	
<div>+</div>	<div>✕ Direct Deposit</div>
<div>+</div>	<div>✕ Direct Deposit</div>

8. Select the accounts. Then elect an Amount, Percent, or Balance to be direct deposited.  
**The Balance option, must be selected on the bottom election, or percentages must add up to 100%**

Account	*Balance / Amount / Percent
<div>✕ Amount/Percent *****0000</div>	<div><input type="radio"/> Balance</div> <div><input checked="" type="radio"/> Amount <input type="text" value="500.00"/></div> <div><input type="radio"/> Percent <input type="text" value="0"/></div>
<div>✕ Balance Account *****9999</div>	<div><input checked="" type="radio"/> Balance</div> <div><input type="radio"/> Amount <input type="text" value="0.00"/></div> <div><input type="radio"/> Percent <input type="text" value="0"/></div>

- Click OK to save the changes and submit your direct deposit account to Payroll for approval.

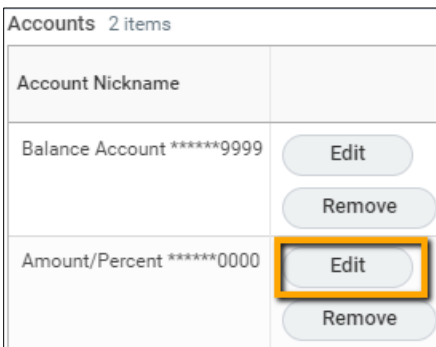


**Important to Note:**

- Payment election **changes** will start the Payroll pre-note process. This validates the account and routing elections submitted.
- Direct Deposit elections typically take effect after two payroll cycles.
- Employees will receive a check until the process is complete.

**Procedure: Edit a Direct Deposit Account**

- Repeat steps one and two above.
- Click Edit on the **Accounts** section.



- Enter the amended information and click OK to submit your changes to Payroll for approval.

**Account Information**

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \* ☒ Checking ☐ Savings

Account Number \*