# Job Aid:
# Direct Deposit Setup and Changes

## 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.
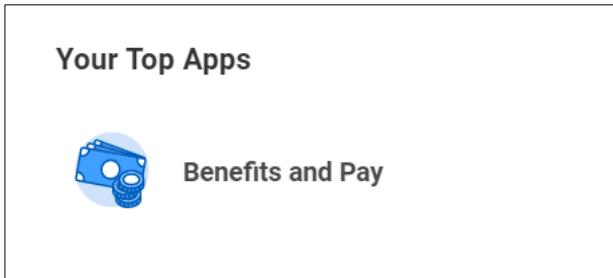


2. In the Tasks and Reports, select Payment Elections.
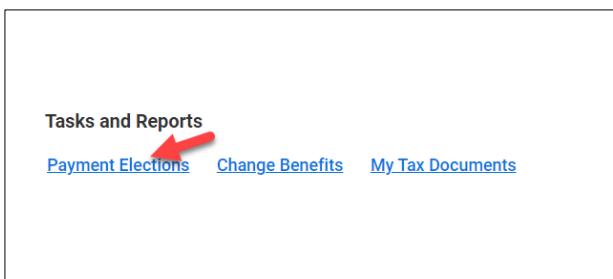
3. To add an account, click on the Add button.
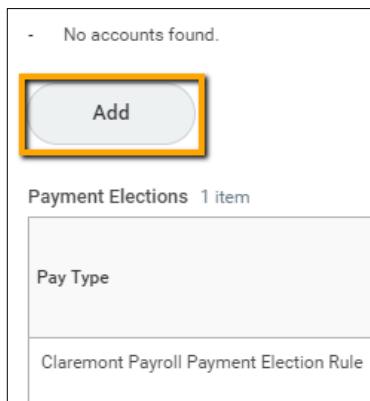


4. Enter the Account Information required fields, and then click OK.
   **Account information is located on your <u>personal</u> checks**
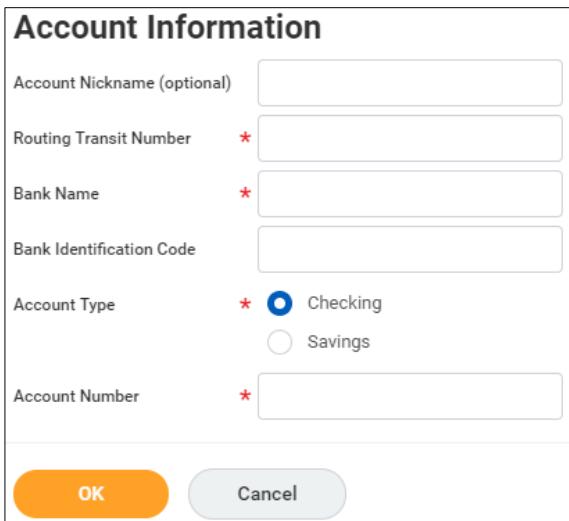


5. Next, scroll down to the Payment Election Section and click Edit.
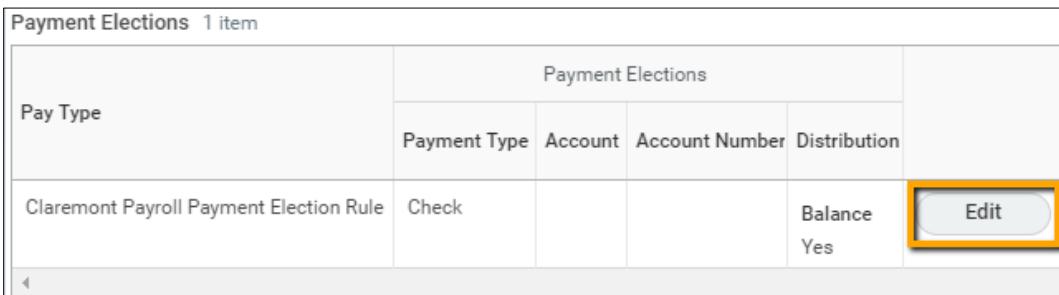
6. For **single account set up**, select Direct Deposit in the Payment Type drop-down. Then select the account. Choosing Balance ensures your full payroll paycheck is direct deposited. Proceed to step 9.



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



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%**

9. 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

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



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