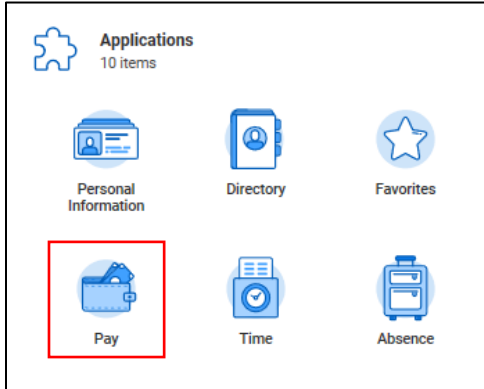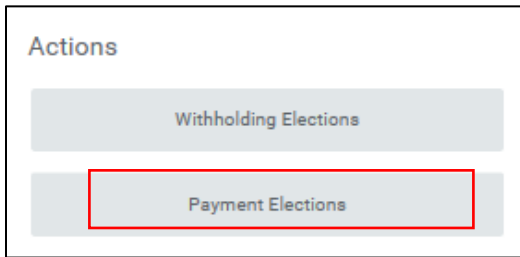## Maintain Payment Elections

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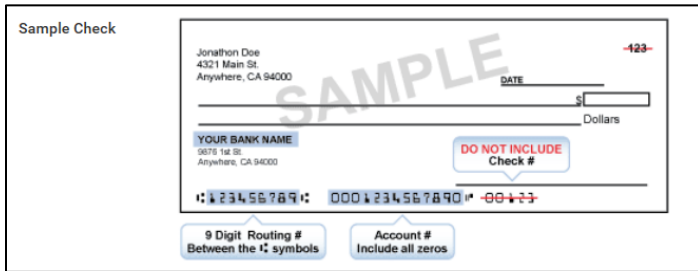
   To update your existing account information in Workday, click **Edit.** If you do not have existing account information in Workday or want to add another account, click **Add** to enter your account information.

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

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

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

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.

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**.

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

Payment Elections 1 item			
⊕	Order	*Country	*Currency
⊕ ⊖ ▼▼		✕ United States of America ☰	✕ USD ☰

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

*Payment Type

✕ 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

✕ TD BANK USA N.A.
******5975 ☰

5. 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
200
○ Percent
0

*Balance / Amount / Percent

○ Balance
○ Amount
0.00
● Percent
10

6. 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

7. Click **OK** to save your changes.

8. Use the **Add** icon ⊕ to select additional payment elections.

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 Pay Type**.

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