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.

| Applicatio 10 items | ns | |
|------------------------|-----------|-----------|
| Personal | Directory | Favorites |
| Pay | Time | Absence |

2. From the Actions column, click **Payment Elections**.

| Actions | |
|---------|-----------------------|
| | Withholding Elections |
| | 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.

| Worker | Your Name | | | | | |
|--------------------------------|---------------------------------|-----------------------------|------------------|--------------|-------------------|----------------|
| Default Country | United States of America | | | | | |
| Default Currency | USD | | | | | |
| Payment Election | No payment elections specified. | | | | | |
| Add | | | | | | |
| Accounts 1 item | | | | | | |
| Account Nickname | | Country | Bank Name | Account Type | Account Number | |
| TD BANK USA N.A. ******5975 | | United States of America | TD BANK USA N.A. | Checking | *****5975 | Edit Remove |
| < | | | | | | |
| | | | | | | |





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 not required to enter a Bank Identification Code in the Additional Information section.

| Account Information | | | | | |
|----------------------------|----------------------|--|--|--|--|
| Account Nickname (optional | 0 | | | | |
| Account Type | * O Checking Savings | | | | |
| Bank Name | * | | | | |
| Routing Transit Number | * | | | | |
| Account Number | * | | | | |

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.

| Accounts 1 item | | | | | |
|--------------------------------|-----------------------------|------------------|--------------|-------------------|----------------|
| Account Nickname | Country | Bank Name | Account Type | Account Number | |
| TD BANK USA N.A. ******5975 | United States of America | TD BANK USA N.A. | Checking | *****5975 | Edit Remove |

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.

| ayment Elections | 2 items | | | |
|-------------------|--------------------------------|-------------------|----------------|------|
| | Payn | nent Elections | | |
| Payment Type | Account | Account Number | Distribution | |
| Direct Deposit | TD BANK USA N.A. ******5975 | *****5975 | Balance Yes | Edit |





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



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

| *Payment Type | |
|------------------|----|
| × Direct Deposit | := |
| search | |
| Check | |
| O Direct Deposit | |

 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 | := |

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 / Percent |
|-----------------------------|-----------------------------|
| Balance Amount | Balance Amount |
| 200 | 0.00 |
| Percent | O Percent |
| 0 | 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.



- 7. Click OK to save your changes.
- 8. Use the Add icon \oplus to select additional payment elections.





| Payment Ele | ections | 1 item | |
|----------------|---------|------------------------------|-----------|
| (+) | Order | *Country | *Currency |
| $\oplus \odot$ | • | × United States of America ∷ | × USD |

- 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**.

| | | | Payment | Elections | |
|----------|----------------|---------|----------------|-------------------------|------|
| Рау Туре | Payment Type | Account | Account Number | Distribution | |
| Regular | Direct Deposit | | ***** | Amount 100.00 | Edit |
| | Direct Deposit | Ú | ***** | Balance Yes | |
| Bonus | Direct Deposit | | ***** | Balance Yes | Edit |

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



