## **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		*****	<b>Amount</b> 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.



