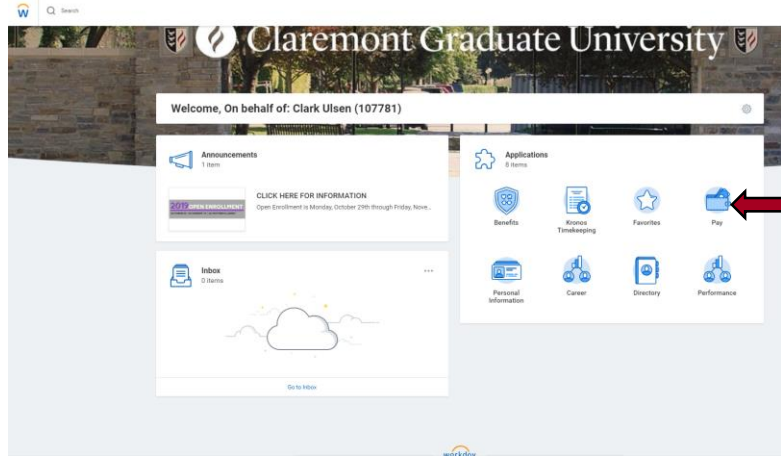




Payment Elections

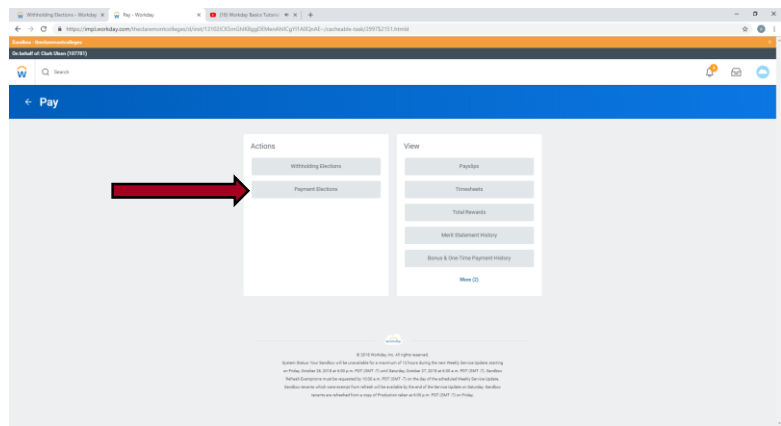
1

Login to [Workday](#)



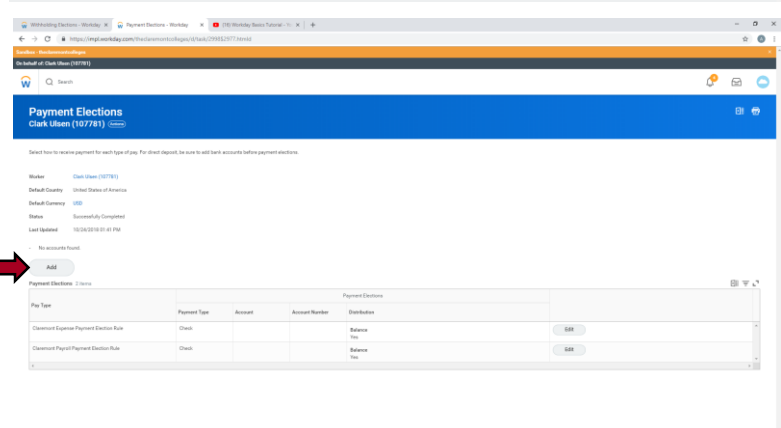
2

Select the **Pay** Application



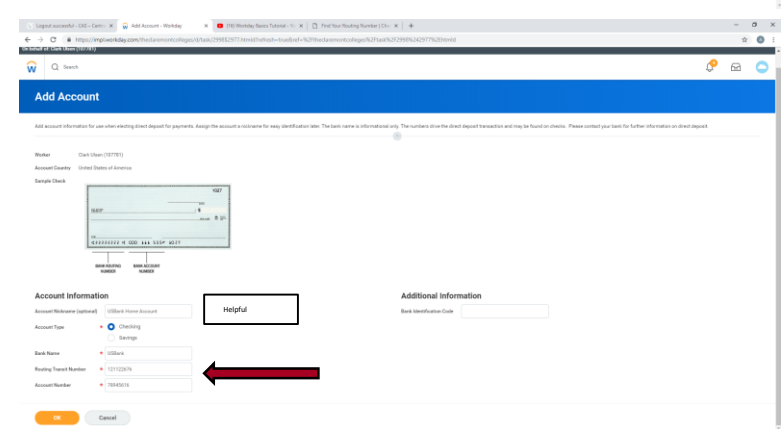
3

Select **Payment Elections**



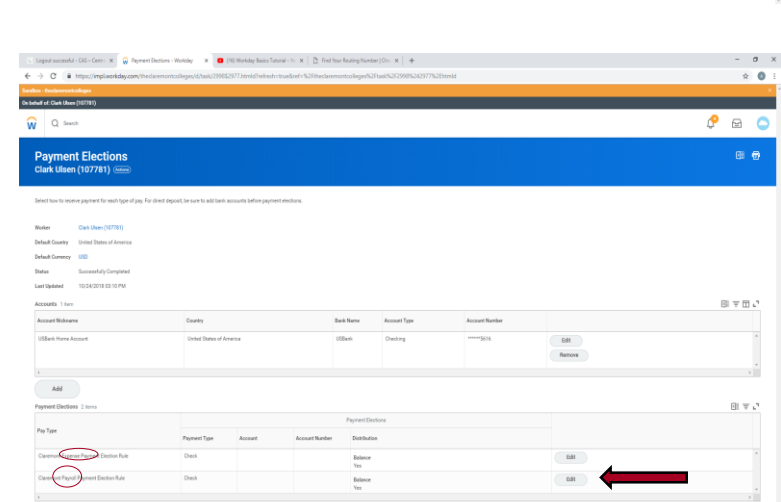
4

Select **Add** if no direct deposit has been established.



5

Fill out all mandatory fields. Then click **OK**, you can enter several accounts following the same steps.

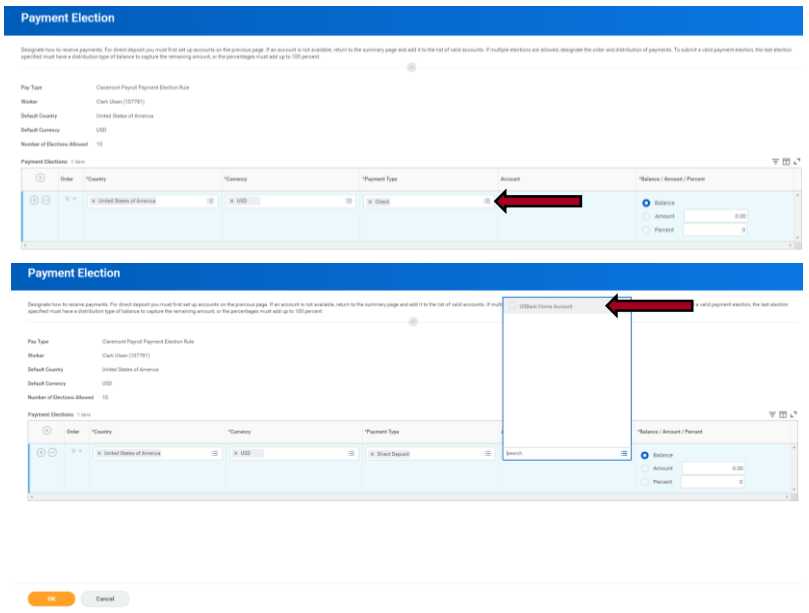


6

In this step you will select if you want direct deposit for your expenses, payroll or both. Select **Edit**

7

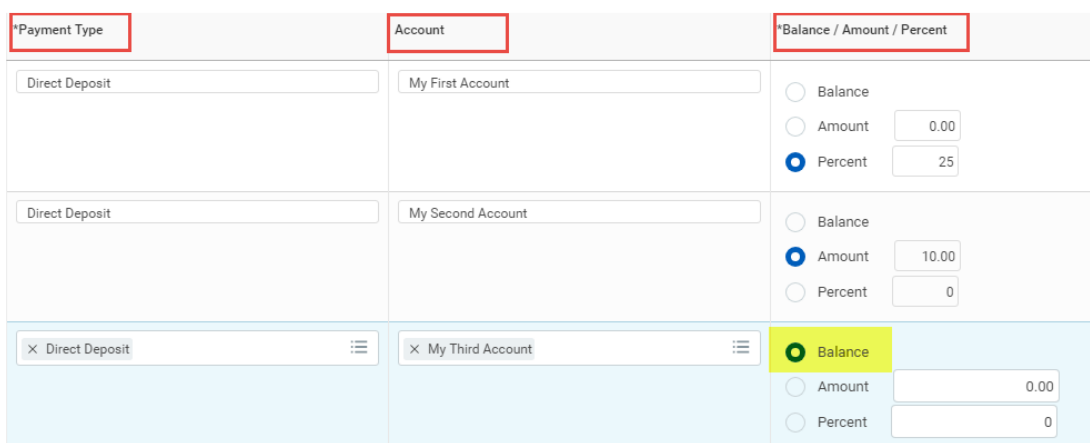
For example purposes we are going to change our Payroll to direct deposit, **Select Payment Type** and then **Select Account**.



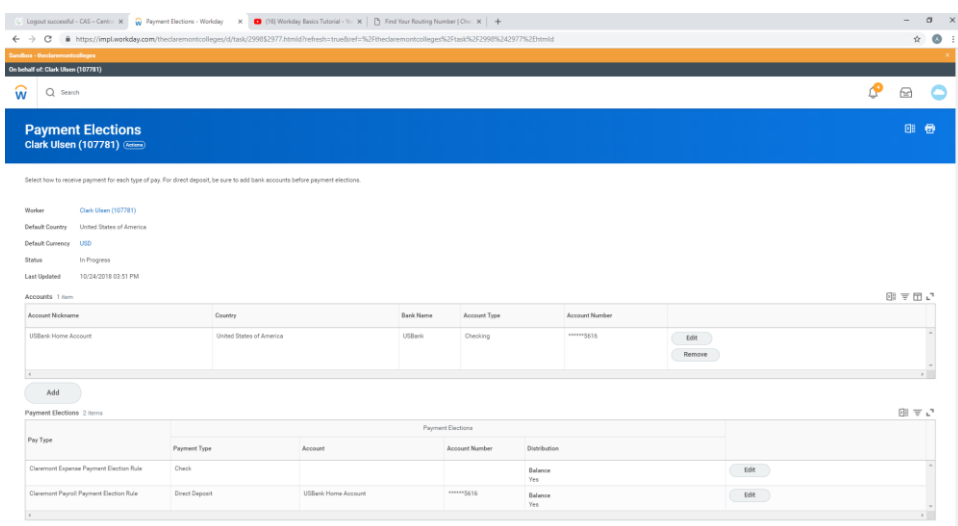
Note:

In the **Balance/Amount/Percent** field, select one of these options:

- Direct deposit going to one account only – select **Balance**.
- For direct deposit going to multiple accounts, choose Amount or Percent to be distributed to that account from each paycheck. Click + sign to the left to add another row.
- Select **Balance** on the final account receiving the balance of your paycheck.



Once finalized click **OK**



Direct Deposit set-up is complete.

- Approval by Payroll Partner is required after adding or making edits to your direct deposit account.
- The direct deposit request will move to prenote status. During this time, the payroll office will validate your bank account(s).
- Allow one full payroll cycle to process before your request takes effect.