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
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.