

# Payment Elections in Workday (Direct Deposit)

To update your payment elections, please login to Workday and follow the steps below:

1. Go to **Menu**
2. Select **Pay**
3. Under the **Actions** section, choose **Payment Elections**

You will see two sections of boxes. Scroll down to the bottom section.

Under **USA Payroll payment**, click **Edit** to make any necessary changes to your payment information.

To add your bank account for direct deposit, login to in Workday and follow these steps:

1. **Navigate to the Pay Application:** Click on the "Pay" application from your Workday homepage.
2. **Access Payment Elections:** Select Payment Elections to manage your direct deposit settings.
3. **Add a new bank Account**
  - Click the Add button in the Accounts section.
  - Enter the following information:
    - **Routing Number:** A 9-digit number found on your check or deposit slip.
    - **Bank Name:** The name of your financial institution.
    - **Account Type:** Select either "checking or "savings."
    - **Account Number:** Your bank account number.
    - Click "**Ok**" to save the new account.
4. **Set up Payment Elections:**

- In the Payment Elections section, click "Edit" next to payroll or Expense.
- Click the plus sign (+) to add the new bank account.
- Fill in the details:
  - **Payment Type:** Choose "direct Deposit."
  - **Account:** Select the newly added bank account.
  - **Distribution Type:** Specify how fund should be distributed (Ex., "Amount," "Percent," or "Balance").
  - Click "**OK**" to finalize your payment election.

Following these steps, you can successfully add your bank account for direct deposit in Workday.