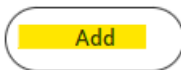


## To add additional or change direct deposit accounts in Workday.

Here are the instructions to add additional or change direct deposit accounts in Workday. To delete an account, you need to do the reverse process by first removing it from any and all Payment Elections and then removing the account from the list at the top. You will not be able to remove the account from the account if it is still in use.

1. Select the "Pay" app on your Workday home page. If "Pay" does not appear as one of Your Top Apps, click on the View All Apps link and select it!
2. Select the "Payment Elections" option under the Actions header.
3. First, you will need to add the new bank account information to your list of accounts. You do this by clicking the "Add" button and then enter the required fields and click the orange "OK" button.

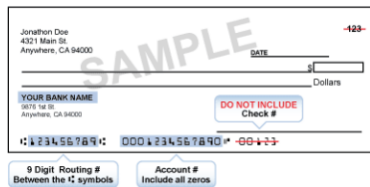


### Add Account

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only.

Account Country United States of America

Sample Check



#### Account Information

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*  Checking  
 Savings

Account Number \*



- Now, you can add this account to a payment election located in bottom half of the screen. Select the "Edit" button to the way right of the Regular pay type row. Payroll Direct Deposit is regular, but you can also update your Expense Report reimbursements this same way.

Payment Elections 2 items

Payment Elections		Payment Elections		
Pay Type	Payment Type	Account	Account Number	Distribution
Regular				
Expense Report				

- To add the new account, you will click the + button that appears centered under the words Payment Elections. This will open a new row for you to now add the new account information and select the dollar amount. Your balance account needs to be the bottom option. If the new account you are adding is going to be the new balance account, you can move it to the bottom by clicking on the Order arrows in the second column.

Payment Elections 2 items

+ -	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
						<input type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent

- Once everything is in correct order, click the orange "OK" button and your changes are complete.