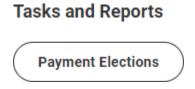# Adding Direct Deposit

Process:

Step One: In Workday, select the Menu in the top left corner of the screen. From there, select the "Benefits and Pay" App.

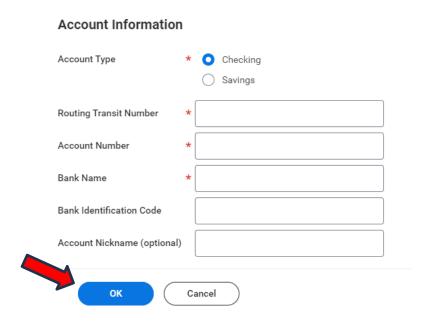Step Two: Select, "Payment Elections" under the Tasks and Reports section.

Step Three: Select, "Add" to add a bank account for direct deposit.

Step Four: Complete all required fields as indicated by the red asterisk and select, "Ok". Confirm the information with your bank beforehand to avoid errors.
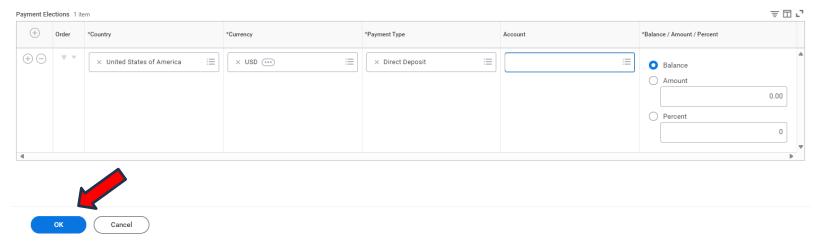
Account Information

Account Type	*	● Checking
		○ Savings
Routing Transit Number	*	
Account Number	*	
Bank Name	*	
Bank Identification Code		
Account Nickname (optional)		

OK   Cancel

Step Five: Designate your newly added bank account to the "Regular" Pay Type.

Action

Edit

a. "Balance" means 100% of your pay will go into the selected bank account.
b. "Amount" allows you to designate a specific dollar amount into the bank account. This is done to split your pay between different bank accounts.
c. "Percent" allows you to designate a specific percentage of your pay into the bank account. This is also done to split your pay between different bank accounts.