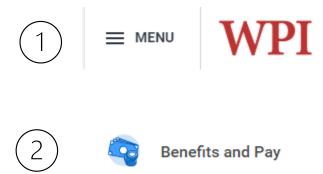


Process:

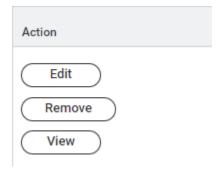
Step One: In Workday, select the Menu in the top left corner of the screen. From there, select the "Benefits and Pay" App.



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



Step Three: Locate the existing account and select "Edit". If you need to remove the account, you'll need to add a new bank account first.







Step Four: Complete all required fields that need to be changed 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 (optiona	ul)
OK	Cancel

