

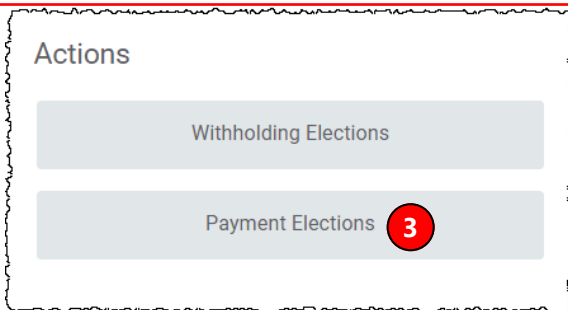
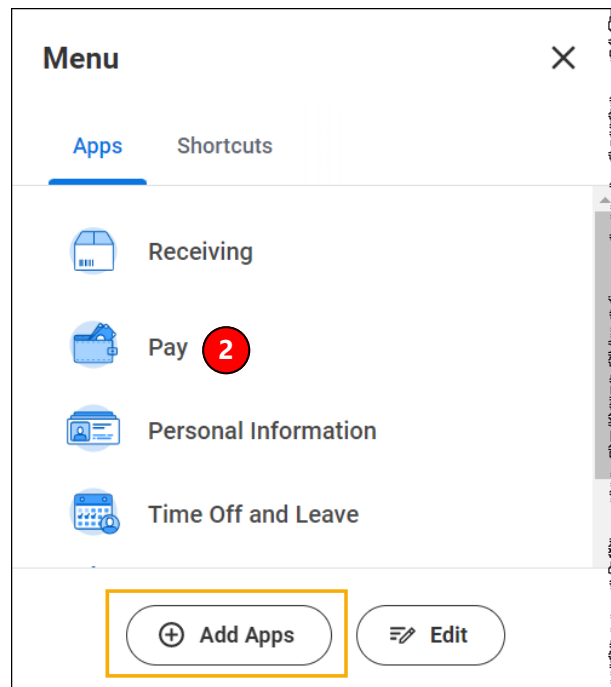


Update Direct Deposit Information

VUMC Employees can update their Direct Deposit information in Workday. Employees can also add additional bank accounts and update their Payment Elections. Follow the steps below to update direct deposit information in Workday.

(Section 1) From the Workday Homepage:

1. Select the **Menu** icon.
 2. Select the **Pay App** from the Menu.
- Note:** If the Pay app does not appear in your menu, you can add it by selecting **+Add Apps** and searching for **Pay**.
3. Under **Actions**, select **Payment Elections**.
 4. On the **Payment Elections** screen, you can review your accounts and can **Edit**, **Remove**, or **View**.
 5. If you need to add an additional bank account, select **Add** and continue to Section 2 on the next page. Otherwise, skip ahead to the Section 3 on the next page.



Payment Elections Sandy Beech (1234567)

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person Sandy Beech

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 05/15/2023 12:35 PM

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Checking	United States of America	123 Bank	Checking	*****0987	<div style="border: 1px solid yellow; padding: 2px;">Edit Remove View</div>
Savings	United States of America	ABC Bank	Savings	*****0123	<div style="border: 1px solid gray; padding: 2px;">Edit Remove View</div>

Add 4



Update Direct Deposit Information

(Section 2) From the Add Account Page:

1. A sample **check** will appear on the page, detailing where to find the required information below. All required fields are marked with a red asterisk (*).
2. Enter an **Optional Account Nickname** to easily differentiate between accounts.
3. Enter the **Routing Transit Number**.
4. Enter the **Bank Name**.
5. Select the **Account Type**.
6. Enter the **Account Number**.
7. Select **OK**.

The new account will populate on the **Payment Elections** page.

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. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Account Holder Name
Account Country United States of America

Sample Check 1

Account Information

Account Nickname (optional) 2

Routing Transit Number * 3

Bank Name * 4

Bank Identification Code

Account Type * Checking 5
 Savings

Account Number * 6

OK 7 Cancel

(Section 3) From the Payment Elections Page:

1. Scrolling down, you can see the **Payment Elections Table** which includes the **Pay Type** and which **Account** which that pay is sent to. Select **Edit** to change the payment election for the Pay Type Listed.
- Note: Expense Payment** options are used for Expense Reports Reimbursement. **Payroll Payment** options are used for how you want to receive your paycheck.
2. Under **Payment Type**, select the field to choose **Check** (paper check mailed) or **Direct Deposit** (sent to bank account).
 3. Under **Account**, select the field to choose the **appropriate saved bank account**.
 4. You can choose whether the full **balance**, a specific dollar **amount**, or a **percentage** of the total will go to that account.
 5. Select **OK**.

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payments	Direct Deposit	Checking	*****0-1s	Balance	Edit 1
Payroll Payments	Direct D			Yes	

Payment Elections 4 items

Order	*Country	*Currency	*Payment Type 2	Account 3	*Balance / Amount / Percent 4
	United States of America	USD	<input type="radio"/> Check <input checked="" type="radio"/> Direct Deposit	<input type="radio"/> Savings <input type="radio"/> Checking	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 1,700.00 <input type="radio"/> Percent 0

OK 5 Cancel

QUESTIONS?

Please email BusinessEducation@vumc.org.