# 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 **Benefits and 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.

Menu

Apps   Shortcuts

Your Saved Order

Help

Benefits and Pay

Time Off and Leave

Tasks and Reports
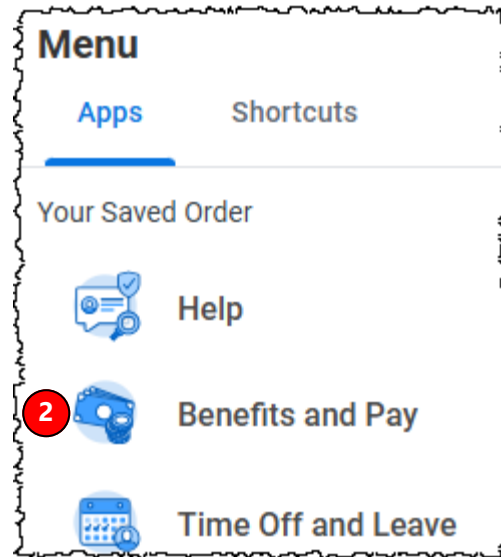
Payment Elections

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	Edit / Remove / View
Savings	United States of America	ABC Bank	Savings	******0123	Edit / Remove / View

Add

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

Account Information

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

OK   Cancel

Section 3: From the Payment Elections Page:

1. Scrolling down on the Payment Elections page, you can see the **Payment Elections Table** which includes the **Pay Type** and which **Account** that pay is sent to. Select **Edit** to change the payment election for the Pay Type Listed.

Note: Expense Payment options are used for direct deposit of Expense Reports Reimbursement. **Payroll Payment** options are used for direct deposit of 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	******8-1s	Balance Yes	Edit
Payroll Payments	Direct D...				

Payment Elections 4 items

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
		✕ United States of America	✕ USD	✕ Direct Deposit	✕ Savings	○ Balance
				Search	Search	○ Amount 1,700.00
				○ Check	○ Checking	○ Percent 0
				● Direct Deposit	○ Checking	
					○ Savings	

OK   Cancel