



## Worker Payment Elections

In Workday, direct deposit is referred to as a payment election. Employees set up initial payment election(s) when they proceed through the New Hire Onboarding process. Changes to these elections can be made at any time. Different payment elections can be set for paychecks and expense report deposits. Follow the steps below to select payment elections.

### Select Payment Elections

From your homepage:

1. Select **Menu**.
2. Select **Pay**.
3. Select **Payment Elections**.
4. Any bank account information currently on file will be displayed. To add another account select **Add**.
5. Enter **Account Information**.
6. After adding the additional account, Select **Add** under *Payment Elections Requiring Setup*.
7. Enter the **Country, Currency, Payment Type & Account**.
8. To deposit the balance of the payment, select **Balance**. To select a specified amount, select **Amount**. To select a percentage, select **Percent**.
- Note:** If balance is not selected, you must add another account for the remaining funds to go into.
9. Select **OK** to complete the process.

**1** MENU

**2** Menu  
Apps Shortcuts  
Your Saved Order  
Help  
Benefits and Pay  
Time Off and Leave

**3** Tasks and Reports  
Payment Elections

**4** Accounts: 1 item  
Account Nickname Country Bank Name  
Checking United States of America Bank of America  
Add

**5** Account Information  
Account Nickname (optional)  
Routing Transit Number \*  
Bank Name \*  
Bank Identification Code  
Account Type \* ☒ Checking ☐ Savings  
Account Number \*  
OK Cancel

**6** Payment Elections Requiring Setup  
Pay Type  
Payroll Payments Add

**7** Payment Elections: 1 item  
Order \*Country \*Currency \*Payment Type  
+ - United States of America x USD x Direct Deposit

**8** \*Balance / Amount / Percent  
☐ Balance  
☒ Amount 200.00  
☐ Percent 0

**9** OK Cancel