



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.

