MAINTAIN PAYMENT ELECTIONS

You can select how to receive payment for each type of pay and update your direct deposit information.

1. From your Workday homepage, navigate to the Pay application.

2. From the Actions column, click Payment Elections.
ADD ACCOUNT

1. You must associate a bank account with your profile before adding payment elections. To update your existing account information in Workday, click **Edit**. If you do not have existing account information in Workday or want to add another account, click **Add** to enter your account information.

2. Provide your account information. Workday uses a sample check to prompt how to do so.
3. Enter your **Account Type**, **Bank Name**, **Routing Transit Number**, and **Account Number**.

Note that you are **not** required to enter a **Bank Identification Code** in the **Additional Information** section.

4. Click **OK** to save your changes or new account information.

**DELETE ACCOUNT**

1. To delete your account, click **Remove**.

2. You will need to confirm that you want to delete your account. Click **OK** to do so.
Payroll

Maintain Your Payment Elections

CHANGE PAYMENT ELECTIONS

You must always have a payment election designated. If you have one account entered, it automatically populates your election.

1. To designate or change your payment election, click Edit.

2. Country will default to the United States and Currency will default to USD.

3. Under Payment Type, you can designate how to deposit the balance (typically via Direct Deposit).

4. In the Account field, if you have added multiple accounts, click which you would like this deposit made to. Otherwise, it will auto-fill.
5. If you are splitting your deposits amongst multiple accounts, enter a dollar amount or a percentage. Together these elections must equal 100% of your paycheck. Otherwise, you will get an error message.

![Balance / Amount / Percent](image)

6. You can also choose to have the entire or remaining **Balance** deposited. Specific amounts or percentages must be allocated first, and balance amount designated last on your desired accounts.

![Balance / Amount / Percent](image)

7. Click **OK** to save your changes.

8. Use the **Add** icon to select additional payment elections.

![Payment Elections](image)
9. Click OK to save your changes.

10. If you are bonus-eligible, Workday provides a bonus direct deposit allocation in addition to your regular pay. You can make changes to the payment elections for your bonus by reviewing the Bonus Pay Type.

11. To do so, click Edit. Then follow the steps outlined above to make your payment elections.

**STILL HAVE QUESTIONS ABOUT WORKDAY**

For additional support and questions about Workday please contact your agency HR Practitioner.