

To add/edit direct deposit accounts or payment elections, you must be on your institution's internet network. Contact your IT support for options to VPN or Payroll department for assistance with making updates.

## ADD/EDIT A DIRECT DEPOSIT ACCOUNT

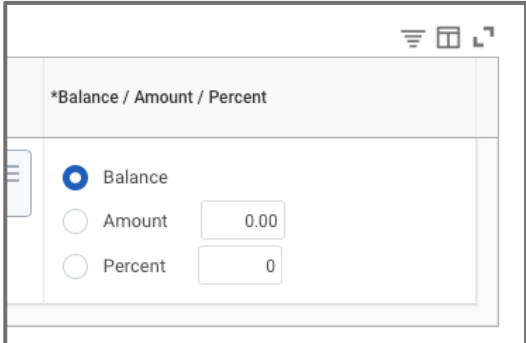
From the Workday Profile:

1. Click the **Pay** tab, then click the **Payment Elections** subtab.
2. Click **Add** to add a new account or **Edit** to edit an existing account.
3. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
4. Click **OK** to save. Once the account has been added, you may use it to make a payment election.

## MANAGE YOUR PAYMENT ELECTIONS

From your Workday Profile:

1. Click the **Pay** tab, then click the **Payment Elections** subtab.
2. Edit or remove bank accounts using the **Edit** or **Remove** buttons. An account can only be deleted if it is no longer used as a payment election.
3. After clicking **Edit**, you can change the amount or percent that goes to the account or the account that receives the balance of payments for the pay type.
4. Click **OK** to save.
5. Note: New hires in Workday will only have the option of direct deposit.



The screenshot shows a form titled "\*Balance / Amount / Percent". It features three radio button options: "Balance" (selected), "Amount" (with a text input field containing "0.00"), and "Percent" (with a text input field containing "0"). The form is displayed within a window with standard OS controls (minimize, maximize, close) in the top right corner.