

# Payment Election Enrollment

## Overview

Payment Election Enrollment is the process of inputting direct deposit information. Employees are allowed up to four bank accounts for direct deposit. This Tip Sheet covers how to add and update direct deposit information in Workday. Any direct deposit information related to expense reimbursements will go through the Expenses Application.

## Considerations

- Employees can have up to four bank accounts.
- Fields marked with a red asterisk (\*) are required.

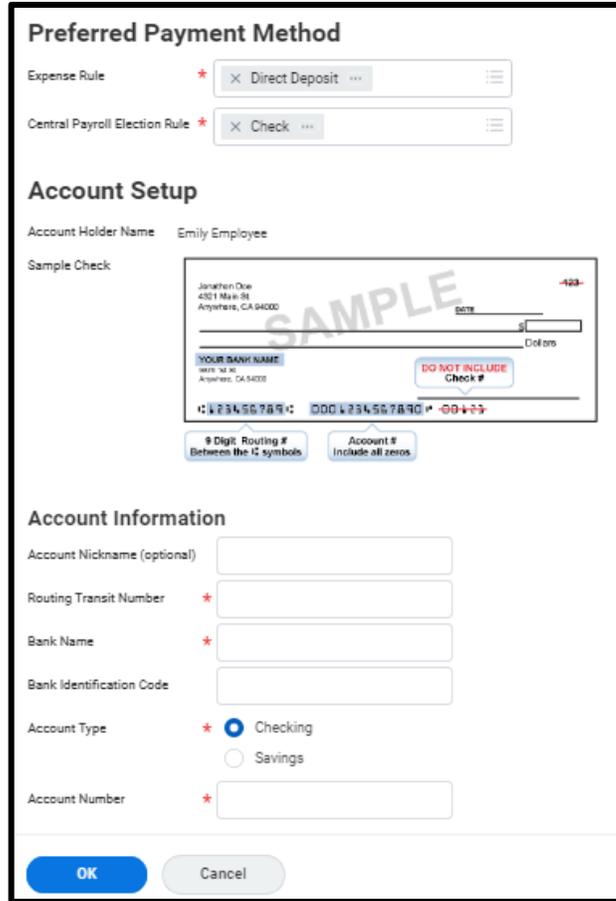
## Add a Direct Deposit Account

*Security Roles: Employee as Self and Contingent Worker as Self*

1. From the Landing Page, select the **Pay** Application.
2. Under the **Actions** section, select **Payment Elections**.



3. Under **Accounts** select the **Add** button.
4. The next screen is where you can enter your account information. Direct Deposit will pre-populate in the Expense Rule field.
5. Entering an **Account Nickname** is an optional free-text field.



6. Enter the **Routing Transit Number**, **Bank Name**, **Account Type** (either **Checking** or **Savings**) and **Account Number**. There is a sample check at the top to show where to get the information. **Please note Routing Number must be a 9-digit number. If your Routing number is less than 9 digits, please contact your Financial institution.**
  - *The Bank Identification Code should not be entered.*
7. Select the **OK** button to save. Once the account has been added, you can use it to make payment elections.

## Update a Direct Deposit Account

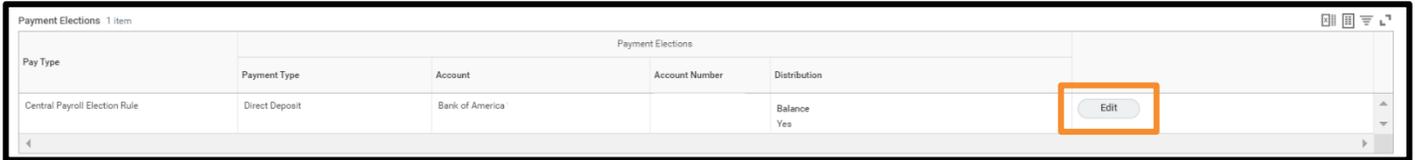
*Security Roles: Employee as Self and Contingent Worker as Self*

1. From the Landing Page, select the **Pay** application.
2. Under the **Actions** section, select **Payment Elections**.
3. Under **Accounts**, select either **Edit** or **Remove** to update an account.
  - *Note: An account can only be deleted if it is no longer used as a payment election. It is recommended that you select Edit, since it automatically updates the payment election section with the new account number.*
4. Update the account information and then select the **OK** button to save.
  - *Note: If you only want to view your Account Number, select the **Edit** button and view the account number. Select **Cancel** to go back to the previous screen.*

## Update the Payment Election Enrollment

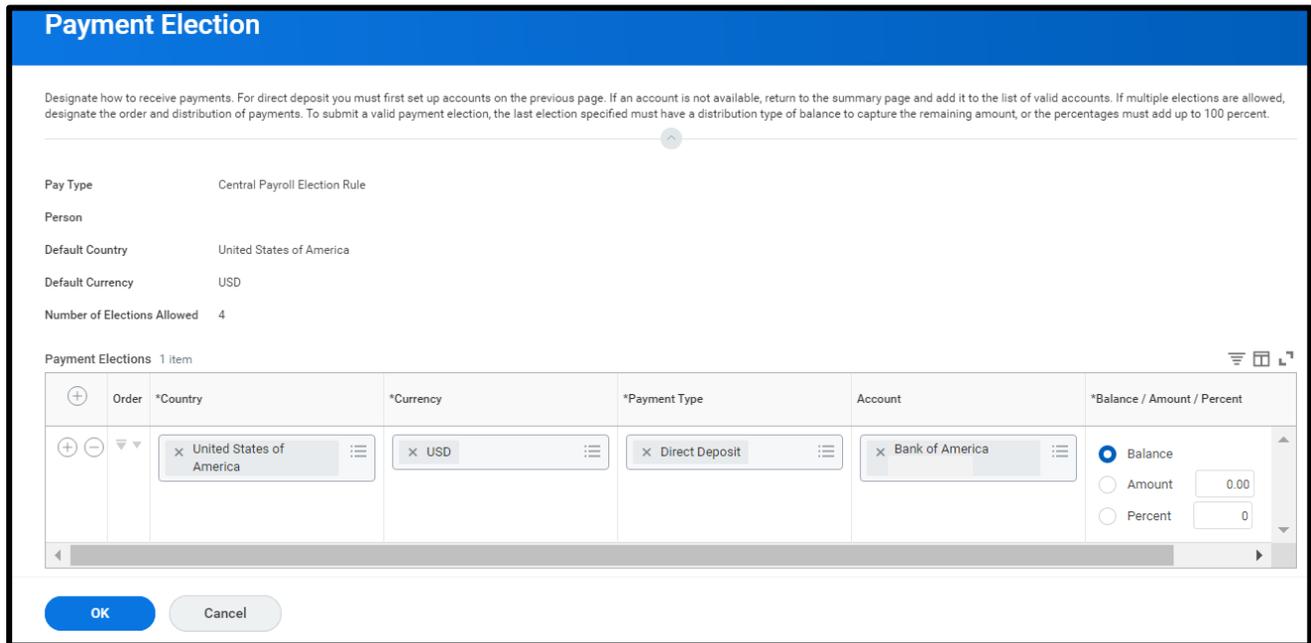
*Security Roles: Managers, Employee as Self and Contingent Worker as Self.*

1. From the Landing Page, select the **Pay** Application.
2. Under the **Actions** section, select **Payment Elections**.
3. Under the Payment Elections section, select Edit.



Payment Elections				
Pay Type	Payment Type	Account	Account Number	Distribution
Central Payroll Election Rule	Direct Deposit	Bank of America		Balance Yes

4. In the Payment Elections table, add or select the prompt, and select the appropriate account.
5. Select to designate the order and distribution of payments using either a **Percent** or **Amount** to an account. The account designated to the remaining **Balance** must be listed last, or the percentage must add up to 100 percent.



**Payment Election**

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Central Payroll Election Rule  
 Person:  
 Default Country: United States of America  
 Default Currency: USD  
 Number of Elections Allowed: 4

+	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+ -		x United States of America	x USD	x Direct Deposit	x Bank of America	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

OK Cancel

6. To save this information, select the **OK** button.