Employees are required to use direct deposit. In Workday, direct deposit is entered under **Payment Elections**. Here, you can add your direct deposit account(s) and set how your pay is distributed between those accounts.

**Tasks**

- **Before You Begin**
- **Adding Direct Deposit Accounts**
- **Managing Payment Elections**

**Before You Begin**

You must have your checking or savings account(s) number and the routing number available.

You can have up to 10 accounts.

When managing payment elections, to split your money between multiple accounts, the selection for ‘Balance’ must be last (on the bottom).

**Adding Direct Deposit Accounts**

1. From the Workday search bar, enter ‘Add Payment Elections’ and select the **Add Payment Elections** task.
2. If you wish to change direct deposit information that already exists, you may see this message. Click **OK**.

3. Click the **Add** button.

4. The **Add Account** screen displays.
5. Under **Account Information**, in the Account Nickname (optional) field, enter an Account Nickname.
   
   - a. **Account Nickname** (optional)
   - b. **Routing Transit Number**
   - c. **Bank Name**
   - d. **Account Type** (checking is default)
   - e. **Your Account Number**

   Note: Refer to the **Sample Check** to find this information on your check.

6. Click **OK**.

7. To add another account, click the **Add** button (below), then add account information as shown in Step 5. You can add up to ten direct deposit account in Workday.

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**Managing Payment Elections**

Pay can be divided among multiple accounts.
1. In the Payment Elections section of the page, click the Edit button to the right of the Pay Type you wish to divide.

2. Click the plus icon (+) to add a new row.

3. In the new row, enter:
   a. Country
   b. Currency
   c. Payment Type (must be Direct Deposit)
   d. Account
   e. Balance*/Amount/Percentage

4. Use the upward and downward arrows on each row to prioritize each election.

*When using the Balance option, that row must be below all other elections.
Pay: Direct Deposit and Payment Elections

5. Click **OK**.

**Note:** Depending on your role, you may see multiple pay types. These pay types may include Payroll Regular Payments, Expense Reimbursement, and Payroll Incentive Payments.
Payment Elections can be configured in many different ways using the Balance/Amount/Percentage field. Consider this scenario:

An employee is saving money for a vacation and would like $50 deposited to her savings account each pay period. To do this in Workday, she will:

1. Add her savings account (see Adding Direct Deposit Accounts)

2. Add a Payment Election, setting her savings account in the Account field and entering $50 in the Amount field.

3. Move the new row ($50 to savings) to the top of the Payment Elections.

4. Set the second row to send the Balance to her checking account.

If the employee wanted to save a percentage of her pay rather than an amount, she would enter the percentage in the Percent field instead of entering an amount.