Core HR: Initial Payment Election Set-up - Direct Deposit

Employees are required to use direct deposit. In Workday, direct deposit is entered under Payment Elections, which is to set-up the distribution of payroll payments (salary, bonuses, etc.) into one or more bank accounts (checking or saving).

Tasks

- Adding Payment Elections
- Adding an Additional Account
- Maintain Payment Elections

Adding Payment Elections

1. On the Workday landing page, click the Pay app.
2. Click the Payment Elections button.
3. Click the Add button.
4. The Payment Election Option displays
5. Enter an Account Nickname (optional). Note: Additional information is not required.
6. The Account Type ‘checking’ is the default. Move the radio button if required.

7. Enter the Bank Name.

8. Enter the Routing Transit Number.

9. Enter your Account Number.

10. Click the OK button.

11. Your account information will display.

12. To add another account, click the Add button.
**Core HR: Initial Payment Election Set-up - Direct Deposit**

13. Enter the information for the second account, and click OK.

14. To divide your payments among multiple accounts, click the Edit button beside the payment you wish to distribute. In this example, the Payroll Regular Payments.

15. Click the Add button.


17. Enter the country, currency, payment, and account type using the prompts.

18. In the Balance/Amount/Percent field, enter the amount of your paycheck you wish to go to your account.