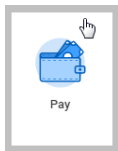


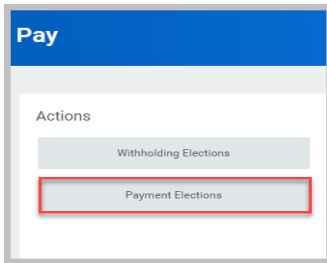
# How to Add or Edit Payment Elections (Direct Deposit)

This quick guide is to help you view, create, add, update, and delete your payment election (direct deposit information) accounts in Workday. In addition, you can specify how your payroll payments will be distributed among multiple payment election accounts.

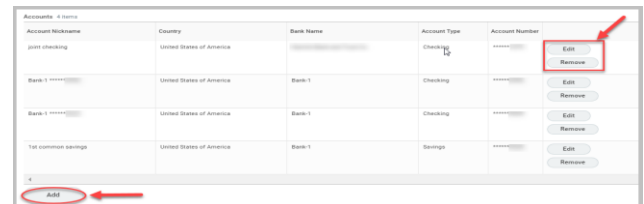
1. Log into Workday and click the **Pay Worklet**



2. In the Actions box, click on **Payment Elections**



3. Enter all of your accounts where you want your money to be deposited. At the top, under Accounts, is a list of current deposit accounts. To change an account, click on **"Change Account"** or **"Delete Account"** by clicking on one of the buttons to the right. To add a new account, click the **"Add Account"** button at the bottom.



4. To add an account, enter the correct information in the fields with a **red (\*) asterisk**. When adding or changing an account, you can also add an **"Account Nickname"**. This may help you identify which bank is being used. Click OK when all required information has been entered.

5. Once your Accounts are created, click **Change Election** to enter either a partial or the remaining balance

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Direct Deposit	Bank-1 *****	*****	Amount	Edit
	Direct Deposit	joint checking	*****	Amount	
	Direct Deposit	Bank-1 *****	*****	Balance	
Expense Payment	Direct Deposit	Bank-1 *****	*****	Yes	Edit
	Direct Deposit	Bank-1 *****	*****	Balance	

6. In the Change Election screen, it is important that partial deposit amounts are in the upper rows and the balance is in the bottom row. This can be done by clicking on the up or down arrows in the order column.

The screenshot shows the 'Payment Elections' screen with 3 items. The table has the following columns: Order, \*Country, \*Currency, \*Payment Type, Account, and \*Balance / Amount / Percent. The first row is selected and shows: Order 1, Country United States of America, Currency USD, Payment Type Direct Deposit, Account Bank-1 \*\*\*\*\*2952, and radio buttons for Balance (selected), Amount (315.00), and Percent (0). The second row is highlighted in light blue and shows: Order 2, Country x United States of America, Currency x USD, Payment Type x Direct Deposit, Account x joint checking, and radio buttons for Balance (selected), Amount (0.00), and Percent (0). Red arrows point to the order column arrows in the second row, the 'OK' button at the bottom left, and the 'Balance' radio button in the second row.

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	Bank-1 *****2952	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 315.00 <input type="radio"/> Percent 0
2	x United States of America	x USD	x Direct Deposit	x joint checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

OK Cancel