

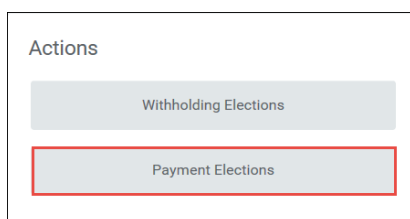
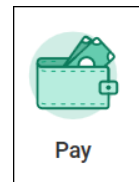
Payment Election (Direct Deposit)

This job aid provides step by step instructions on how a current employee can Add, Change, and Remove a Payment Election (Direct Deposit).

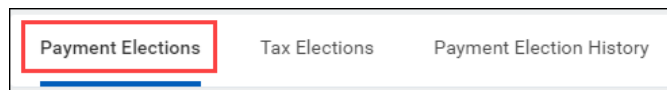
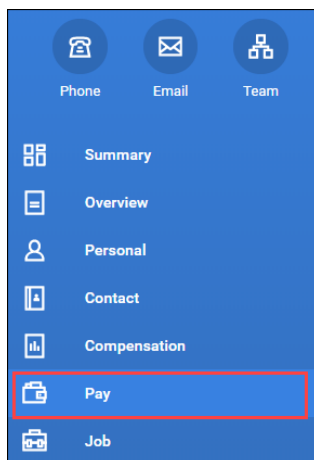
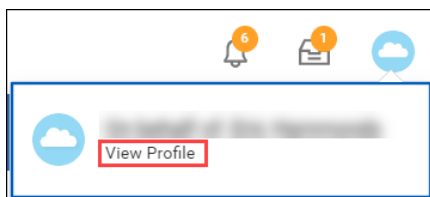
Add a New Payment Election

Step 1: From you Homepage, click on **View All Apps** and then the **Pay** worklet.

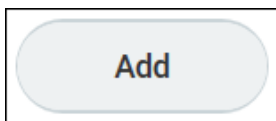
Step 2: Click on **Payment Elections**.



You can also navigate through your Profile. Click on the cloud icon or your profile photo in the upper right-hand corner of the screen and select **View Profile**. Select **Pay**, and then the **Payment Elections** tab.



Step 3: Click on **Add**.



This is a two-step process. The bank account will need to be added first, then the payment election. You may have up to nine payment elections, eight with a fixed amount and one for the net pay.

Step 4: Enter the 9-digit **Routing Transit Number** (1), enter the **Bank Name** (2), select the **Account Type** (3), and enter the **Account Number** (4.) Click **OK**.

Account Information

Account Nickname (optional)

Routing Transit Number * 1

Bank Name * 2

Bank Identification Code

Account Type * Checking Savings 3

Account Number * 4

Step 5: The account should now display in the *Accounts* section.

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Christmas fund	United States of America	Chase	Checking	*****4321	<div style="text-align: right;"> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/> </div>
Checking	United States of America	Checking	Checking	*****	<div style="text-align: right;"> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/> </div>

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Direct Deposit	Checking	*****	Balance Yes	<input type="button" value="Edit"/>

Step 6: In the *Payment Elections* grid, click on **Edit** to add the payment election.

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Christmas fund	United States of America	Chase	Checking	*****4321	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>
Checking	United States of America	Checking	Checking	*****	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Direct Deposit	Checking	*****	Balance Yes	<input type="button" value="Edit"/>

Step 7: Click on the plus icon to add a payment election for the new account that you just added (1). Click on the menu prompt icon in each column to add the **Country** (2), **Currency** (3), **Payment Type** (4), and **Account** (5). Select if you want the *Balance* or an *Amount*. If *Amount* is selected, enter the amount (6). Click **OK**.

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<input type="button" value="+"/>	<input type="button" value="x"/> United States of America <input type="button" value="⋮"/>	<input type="button" value="x"/> USD <input type="button" value="⋮"/>	<input type="button" value="x"/> Direct Deposit <input type="button" value="⋮"/>	<input type="button" value="x"/> Christmas fund <input type="button" value="⋮"/>	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="50.00"/>
<input type="button" value="+"/>	<input type="button" value="x"/> United States of America <input type="button" value="⋮"/>	<input type="button" value="x"/> USD <input type="button" value="⋮"/>	<input type="button" value="x"/> Direct Deposit <input type="button" value="⋮"/>	<input type="button" value="x"/> Checking <input type="button" value="⋮"/>	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/>

Change/Modify a Payment Election

Follow Steps 1 and 2 from above.

Step 3: In the *Payment Elections* section, click on **Edit**.

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Christmas fund	United States of America	Chase	Checking	*****4321	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>
Checking	United States of America	Checking	Checking	*****	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Add

Payment Elections 1 item

Pay Type	Payment Elections				Distribution	
	Payment Type	Account	Account Number			
Payroll Interface Rule	Direct Deposit	Checking	*****		Balance Yes	<input type="button" value="Edit"/>

Step 4: Click in the *Amount* field to update the amount you want the payment election changed to. Enter the new *Amount*. Click **OK**.

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit	Christmas fund	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="75.00"/>

OK Cancel

Remove/Cancel a Payment Election

Follow Steps 1 and 2 from above.



If you are removing a payment election and not replacing it with another payment election, it is important that you contact your agency payroll partner after you have completed the steps in Workday. [Support role contacts](#).

Step 3: In the *Payment Elections* section, click on **Edit**.

Payment Elections 2 items				
Pay Type	Payment Elections			
	Payment Type	Account	Account Number	Distribution
Payroll Interface Rule	Direct Deposit	Christmas fund	*****4321	Amount 75.00
	Direct Deposit	Checking	*****	Balance Yes

Step 4: Find the payment election you want to remove and click the minus icon in front of it to remove it. Click **OK**.

Payment Elections 2 items						
+ -	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+ -		United States of America	USD	Direct Deposit	Christmas fund	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 75.00
+ -		United States of America	USD	Direct Deposit	Checking	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00

OK Cancel

Step 5: To remove the account from the *Accounts* section, click **Remove**. Click **OK**.

Accounts 2 items						
Account Nickname	Country	Bank Name	Account Type	Account Number	Prenote Status	
Chase *****7090	United States of America	Chase	Checking	*****7090	None	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>



Workday requires at least one payment election, Check or Deposit. To change to a paper check, you will need to change your Payment Type first, and then remove the Account.

Step 6: To end the net deposit to receive a paper check, click on **Edit** in the *Payment Election*.

Payment Elections 1 item					
Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Interface Rule	Direct Deposit	Checking	*****9761	Balance Yes	<input type="button" value="Edit"/>

Step 7: Click on the menu prompt in the *Payment Type* column (1), then select **Check** (2). Click **OK** (3).

Payment Elections 2 items						
Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent	
+	United States of America	USD	<input checked="" type="radio"/> Direct Deposit <input type="radio"/> Check <input type="radio"/> Direct Deposit <input type="radio"/> Pay Card		<input checked="" type="radio"/> Balance <input type="radio"/> Amount	0.00

Step 8: *Payment Type* now reflects *Check*.

Payment Elections 1 item

Pay Type	Payment Elections				Distribution
	Payment Type	Account	Account Number		
Payroll Interface Rule	Check				Balance Yes

Edit

Step 9: To remove *the Account information*, click on **Remove**, then click **OK**.

Accounts 2 items

Account Nickname	Country	Bank Name	Account Type	Account Number	Prenote Status	
Chase *****7090	United States of America	Chase	Checking	*****7090	None	Edit Remove View

Step 10: The account message should read *No Accounts found*, and the *Payment Type* is *Check*.

- No accounts found.

Add

Turn on the new tables view

Payment Elections 1 item

Pay Type	Payment Elections				Distribution
	Payment Type	Account	Account Number		
Payroll Interface Rule	Check				Balance Yes

Edit