

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

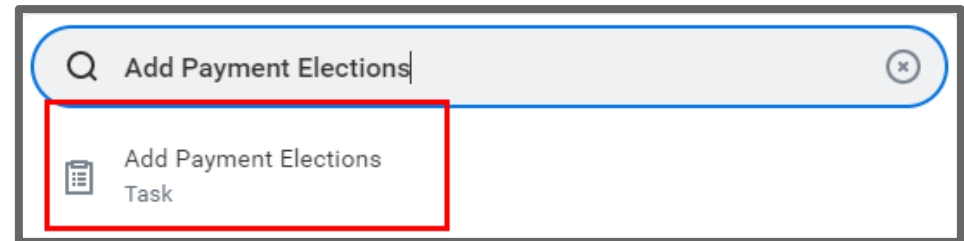
You must have your checking or savings account(s) number and the routing number available.

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

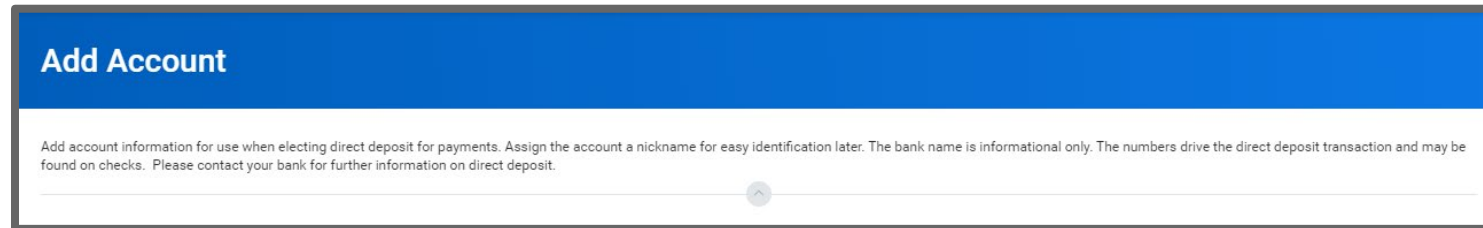
1. From the Workday search bar, enter 'Add Payment Elections' and select the **Add Payment Elections** task.



2. If you wish to change direct deposit information that already exists, you may see this message. Click **OK**.



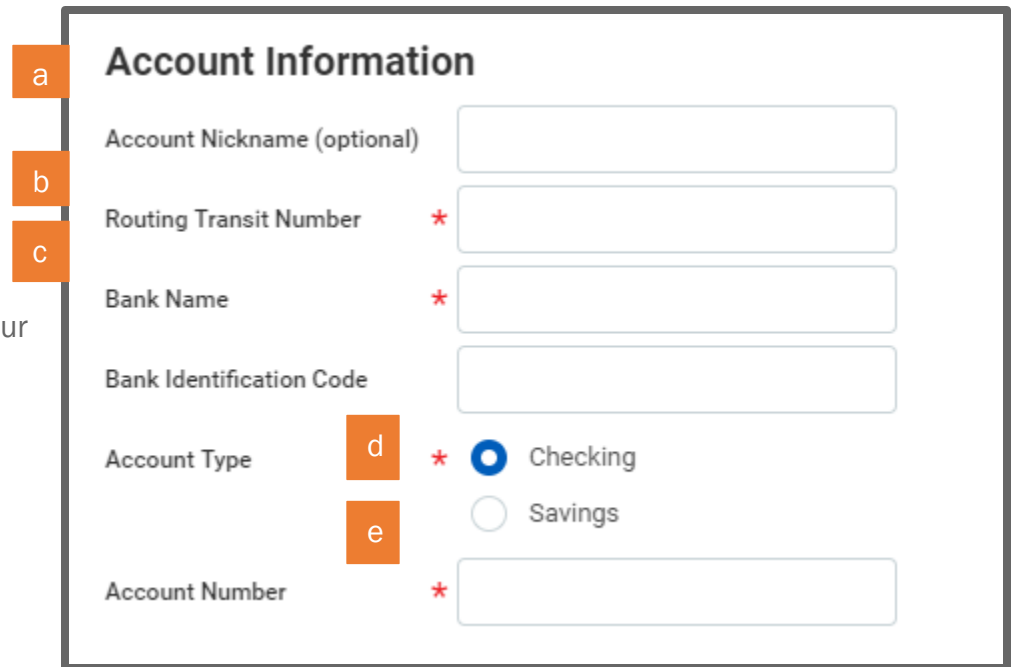
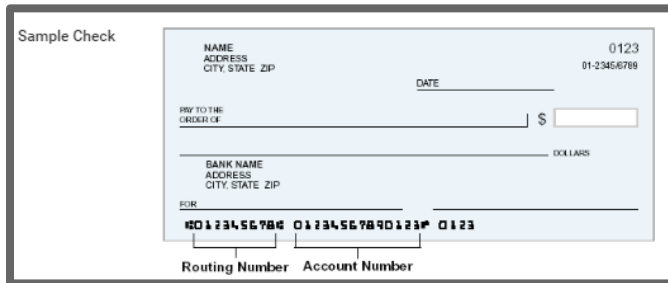
3. Click the **Add** button.
4. The **Add Account** screen displays.



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.



**Account Information**

a Account Nickname (optional)

b Routing Transit Number \*

c Bank Name \*

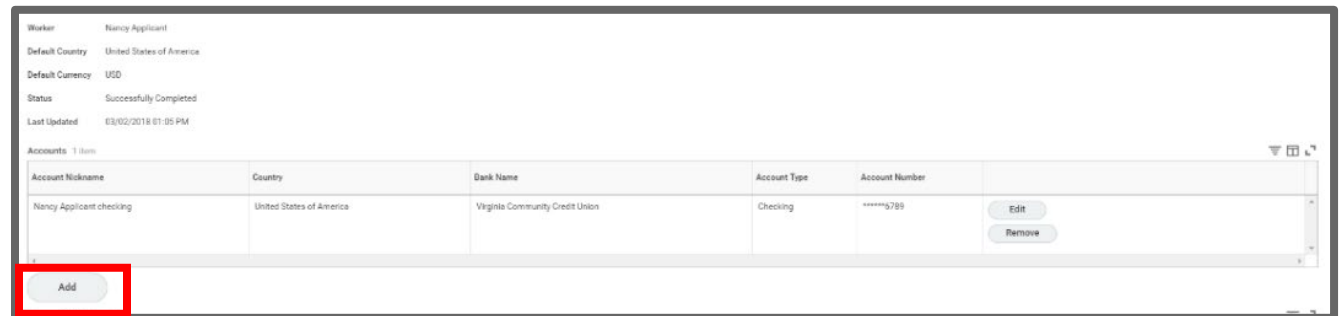
Bank Identification Code

d Account Type \*  Checking  Savings

e Account Number \*

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.




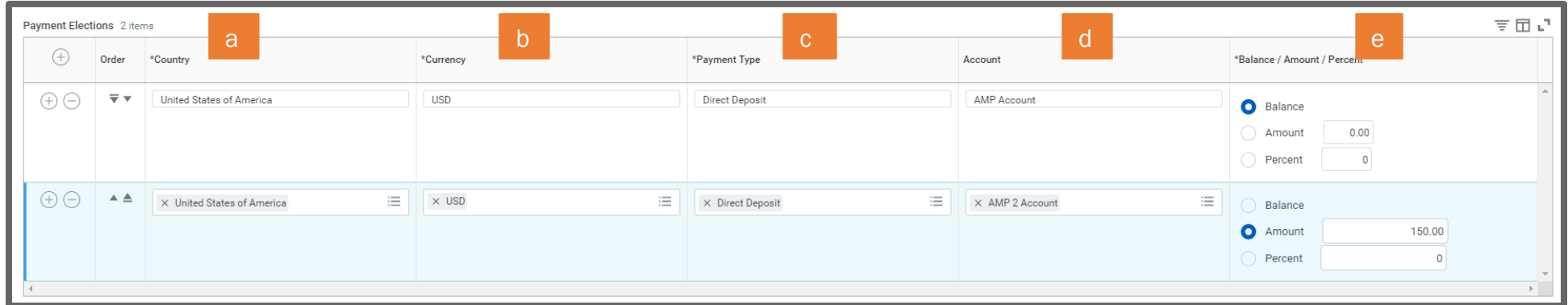
Worker: Nancy Applicant  
Default Country: United States of America  
Default Currency: USD  
Status: Successfully Completed  
Last Updated: 03/02/2018 01:05 PM

Account Nickname	Country	Bank Name	Account Type	Account Number	
Nancy Applicant checking	United States of America	Virginia Community Credit Union	Checking	*****789	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

## 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**



The screenshot shows a table titled "Payment Elections" with 2 items. The table has columns for Order, \*Country, \*Currency, \*Payment Type, Account, and \*Balance / Amount / Percent. The first row is selected and has annotations a-e. The second row is also selected and has annotations a-e. The \*Balance / Amount / Percent column has radio buttons for Balance, Amount, and Percent, with input fields for the values.

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+	United States of America	USD	Direct Deposit	AMP Account	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0
+ -	x United States of America	x USD	x Direct Deposit	x AMP 2 Account	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 150.00 <input type="radio"/> Percent 0



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.

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
+ -	United States of America	USD	Direct Deposit	AMP 2 Account	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 150.00 <input type="radio"/> Percent 0
+ -	x United States of America	x USD	x Direct Deposit	x AMP Account	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

OK Cancel

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.