

Workday Tutorial: Enter Payment Elections

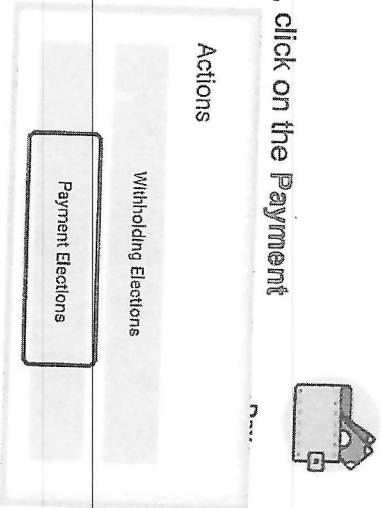
Banking Information for Pay and Reimbursements

Especially For:
All Workers

Workday uses direct deposit for both payroll deposits and expense reimbursement. Please verify your banking information. The account information is used to deposit your pay or expense reimbursements.

ADD OR UPDATE YOUR DIRECT DEPOSIT

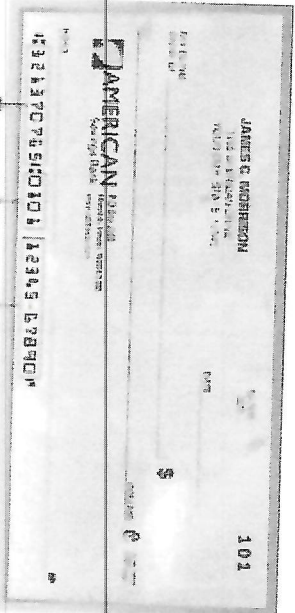
1. Sign-in to Workday
2. Click on the **Pay** worklet.
3. Under the Actions column, click on the **Payment Elections** button.
4. Review the information. Click **Edit** or **Remove** to change or remove the existing information.
5. If a new account is needed, click the **Add** button to add a new bank account.
6. Follow the sample check to locate the information from your own check. This information is typically also available on your banking mobile app. Contact your bank if you have questions about the correct routing or account number. Then enter:
 - a. An account nickname (optional)
 - b. Routing Transit Number
 - c. Bank Name
 - d. Account Type (select Checking or Savings)
 - e. Account Number



Used by Pay Types

Sample Check

Payroll Payment



Account Information

Account Nickname (optional)

Routing Transit Number

Bank Name

Bank Identification Code

Account Type Checking Savings

Account Number

Submit

7. Once you have entered the information, click **Submit**.