Add Payment Elections

Setting up a direct deposit payment election is a two step process.

1. Set up your bank account information
2. Create your election

1. Select the Pay worklet

2. Select Payment Elections

If you have not already set up your direct deposit in Workday, you will see your election is defaulted to Check as displayed below.
Add Payment Elections

**Step One: Account set up**

1. Select **Add Account** to set up your bank account information.

4. Select **Account Type**
5. Enter **Bank Name**
6. Enter **Routing Number**
7. Enter **Account Number**

8. Select **OK**
Step Two: Create your election

9. Select **Change Elections**  *Your current election will appear in the payment type field.*

11. Select the menu icon in the Payment Type field

12. Select **Direct Deposit**

13. Select menu icon in the **Account** field and select your account.

14. Select Balance if you are setting direct deposit into one account.

15. Select **OK**
Add Payment Elections

Add Additional Account for Direct Deposit

1. Select **Add Account**

2. Select **Account Type**

3. Enter **Bank Name**

4. Enter **Routing Number**

5. Enter **Account Number**

6. Select **OK**
Add Payment Elections

7. Select **Change Election**

8. You will see your current election. Select the add icon to add an additional row.

9. Select Direct Deposit under Payment Type

10. Select the **Account** menu icon to select the newly added account.
11. Enter the dollar amount or percentage for one of your accounts. The other account must be designated to balance.

**The account designated to balance must be listed last on this screen. You will receive the error below when submitting without the proper ordering.**

To adjust the ordering of your elections, select the arrow icons.

12. Select OK