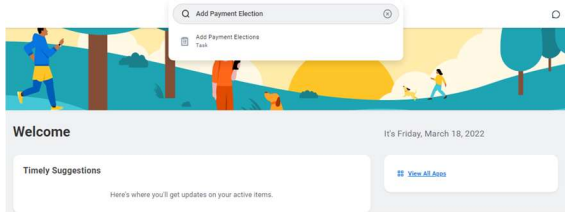


Enroll In Direct Deposit

1. From the Workday Home screen, type “Add Payment Election” into the search bar in the top center of the screen.



2. If you have current direct deposits, you will be able to edit or remove them Here. Click on Add.

3. Complete the required Fields and Click OK.



Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * Checking
 Savings

Account Number *

4. You have now submitted your account information to Payroll for testing. Payroll will test your direct deposit account with your bank. Once the test is successful, you will receive a task in your Workday inbox to approve the account.



5. Once you approve the account your direct deposit will be effective on the next payroll.