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



2. In the Accounts section, click on the **Add** button to add the new account.



3. Complete the required Fields and Click OK.

inple cileck	Jonathon Doe 4301 Main St Anywhere, CA 94000	PLE *
	<u>SAN</u>	S Dollars
	YOUR BANK MANE MIT 14 N Anywhere, CA 5400	DO NOT INCLUDE Check #
	C123456789 00012	34567890* 00+23
	9 Digit Routing # Av Between the IC symbols Inclu	ocount # ide all zeros
	9 Digit Routing 6 Between the C symbols Inclu	ocount # de all zeros

А	CC	οι	ınτ	Int	10	ma	atic	n

Account Nickname (optional)		
Routing Transit Number	*	
Bank Name	*	
Bank Identification Code		
Account Type	* Checking Savings	
Account Number	*	
OK Can	cel	

You have now successfully added a new account but you will notice that your **Payment Election** is still set to your previous account. You will now need to change your payment election. 4. To change your **Payment Election** to the new account, click the **Edit** button to the right of the previous account under the **Payment Elections** section.

- CIII	
Name and D to A	

Now use the **plus and minus signs** to add and remove accounts.

Payment Elections	1 item
(+)	Order
÷ –	$\overline{\forall} \ \overline{\forall}$

Click OK at the bottom of the screen when you are satisfied with your changes.

5. You have now submitted your updated 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 new account.



6. Once you approve the account via your Workday task, your direct deposit will be effective on the next payroll.