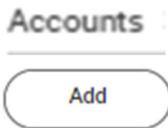


# CHANGE DIRECT DEPOSIT ACCOUNTS IN WORKDAY

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.



**Account Information**

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*  Checking  
 Savings

Account Number \*

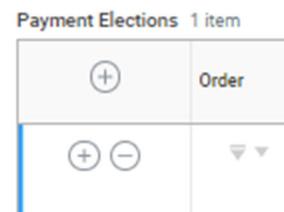


You have now successfully added a new account but you will notice that your **Payment Election** is still set to your previous account. You will now need to change your payment election.

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.



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



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.