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.

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.

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.