



Working With Direct Deposit Accounts and Your Payment Elections

This document contains instructions in the following areas for working with your direct deposit accounts and payment elections:

- Overview
- Working with Your Direct Deposit Accounts
- Working with Your Payment Elections



Overview

Within Workday you can easily manage your direct deposit account information as well as tell the system how to distribute payroll payments between different bank accounts, such as checking or savings, and to specify the payment method, such as check or direct deposit.

There are many means to get to where you can work with your payment elections. Two methods will be shown in these instructions: using the Related Actions off of your Workday Profile screen and using the Workday Landing Page.

Workday Profile Screen

Select the **related actions icon** -> **Personal Data**
-> **Maintain Payment Elections**

Workday Landing Page

Click the Pay Worklet -> Actions-> **Payment Elections**

John Worker
LPN

Available Actions

- Benefits
- Business Process
- Compensation
- Payroll
- Personal Data**
 - Safety Incident
 - Talent
 - Time and Leave
 - Workday Account
 - Worker History
 - Favorite
 - Preferences

Worker John Worker

Contact

View Team

Work Address
One Masonic Drive
Elizabethtown, PA 17022

Change Contact Information

View My Emergency Contacts

View My Primary Address Changes

Maintain Social Network

Change My Personal Information

View My Personal Information

Change My Legal Name

Change My Preferred Name

View My ID Information

Complete I-9 Form

Complete Form I-9 Document Reverification

View My Form I-9

Maintain Payment Elections

Pay

Actions

- Withholding Elections**
- Payment Elections**
- Create Timesheet**
- Edit Timesheet**

View

- Payslips**
- Timesheets**
- Total Compensation**
- Merit Statement History**
- Bonus & One-Time Payment History**

More (2)



The Payment Elections window will open. There are two sections: **Accounts** and **Payment Elections**

- **Accounts:** This section, also referred to as Direct Deposit Accounts, is where you maintain the information about the bank accounts you would like the funds from your paychecks deposited. You must have at least one account setup for direct deposit and to work the next section, **Payment Elections**.
- **Payment Elections:** This section is where you maintain your elections of how the system is to distribute payroll payments between different bank accounts you have setup in the **Accounts** section (such as checking or savings).

Use the instructions on the next pages to work with your accounts and payment elections.

Payment Elections **John Worker** ...

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker **John Worker**
 Default Country United States of America
 Default Currency USD
 Status Successfully Completed

Accounts 2 items

| Account Nickname | Country | Bank Name | Account Type | Account Number | |
|------------------|--------------------------|-----------------------|--------------|----------------|--|
| Savings | United States of America | PNC Bank | Savings | *****9109 | Change Account Delete Account |
| Primary | United States of America | Bank of Elizabethtown | Checking | *****8434 | Change Account Delete Account |

[Add Account](#)

Payment Elections 3 items

| Pay Type | Payment Elections | | | | | |
|----------|-------------------|---------|----------------|--------------|--------|----------------------------------|
| | Payment Type | Account | Account Number | Distribution | | |
| Bonus | Direct Deposit | Primary | *****8434 | Balance | Yes | <button>Change Election</button> |
| Regular | Direct Deposit | Primary | *****8434 | Percent | 50.00% | <button>Change Election</button> |
| | Direct Deposit | Savings | *****9109 | Percent | 50.00% | |



Working with Your Direct Deposit Accounts

1. To add an account click **Add Account**.

To edit an account click **Change Account** to the right of the account you wish to change.

To delete an account click **Delete Account** to the right of the account you wish to change (see Workday tip below).

Payment Elections **John Worker** ...

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker **John Worker**

Default Country United States of America

Default Currency USD

Status Successfully Completed

Accounts 2 items

| Account Nickname | Country | Bank Name | Account Type | Account Number | |
|------------------|--------------------------|-----------------------|--------------|----------------|---|
| Savings | United States of America | PNC Bank | Savings | *****9109 | <div><div>Change Account</div><div>Delete Account</div></div> |
| Primary | United States of America | Bank of Elizabethtown | Checking | *****8434 | <div><div>Change Account</div><div>Delete Account</div></div> |

Add Account



You may not delete an active account; you must first modify the payment election and remove the account before you can delete it entirely.



Working with Your Direct Deposit Accounts

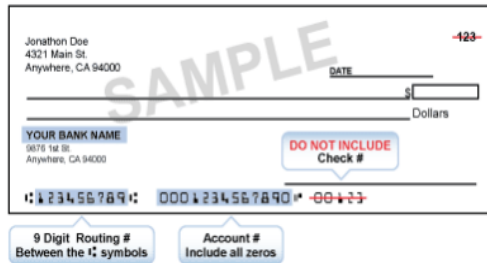
2. The Account Information screen will appear. Complete or modify the required and optional fields in the **Account Information section**. NOTE: Please take great care to ensure that you are accurately entering the information. Incorrect information may delay your direct deposits and may cause you to receive a physical pay check until your direct deposit information is accepted by your bank. When finished, click **OK** to return to the previous screen to work with another account or to change your payment election options.

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Worker John Worker

Account Country United States of America

Sample Check



Jonathon Doe
4321 Main St.
Anywhere, CA 94000

DATE _____ \$ _____ Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆ 123456789 ⑆ 0001234567890 ⑆ 00123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

Account Information

Account Nickname (optional) Savings

Account Type ☐ Checking ☒ Savings

Bank Name * PNC Bank

Routing Transit Number * 121000358

Account Number * 334849109

Additional Information

Bank Identification Code

OK

Cancel



Working with Your Payment Elections

1. After you have your accounts setup with your correct banking information you may work with your payment elections, if necessary.

To edit payment elections click **Change Election** to the right of the appropriate Pay Type.

Payment Elections 3 items

| Pay Type | Payment Elections | | | | | |
|----------|-------------------|---------|----------------|--------------|--------|---------------------------------|
| | Payment Type | Account | Account Number | Distribution | | |
| Bonus | Direct Deposit | Primary | *****8434 | Balance | Yes | Change Election |
| Regular | Direct Deposit | Primary | *****8434 | Percent | 50.00% | Change Election |
| | Direct Deposit | Savings | *****9109 | Percent | 50.00% | |



Working with Your Payment Elections

2. The Payment Election screen will appear. Depending on how you previously setup your payment elections (payment elections will be carried over from HCS) you may see one or multiple Payment Election rows in this screen. To change the parameters of a payment election use the **prompt buttons** in the **Country, Currency, Payment Type, and Account columns**

NOTES:

- If you select Check in the Payment Type column the Account column will no longer be accessible.
- You must have the accounts setup before you are able to select them within the Accounts column. See earlier pages in this document for instructions.

Once you have made your selections in the **Country, Currency, Payment Type, and Account columns**, complete the **Balance/Amount/Percent column**.

If needed, click the **plus sign (+)** to add another row to handle the balance of your wages.

Click **OK** when finished.

Payment Election

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Regular
Worker: John Worker
Default Country: United States of America
Default Currency: USD
Number of Elections Allowed: 3

Payment Elections

| Order | *Country | *Currency | *Payment Type | Account | Balance / Amount / Percent |
|-------|--------------------------|-----------|----------------|---------|---|
| 1 | United States of America | USD | Direct Deposit | Primary | <input type="radio"/> Balance <input type="radio"/> Amount <input checked="" type="radio"/> Percent |
| 2 | United States of America | USD | Check | Primary | <input type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent |
| 3 | | | Direct Deposit | Savings | <input type="radio"/> Balance <input type="radio"/> Amount <input type="radio"/> Percent |

OK Cancel

