

WORKDAY QUICK GUIDE

PAYMENT ELECTIONS

1. Select the **Pay** worklet.



Pay

2. Select **Payment Elections**.

Actions

Withholding Elections

Payment Elections

3. To add a bank for direct deposit of your paycheck, select **Add**.

Payment Elections

NNN, AAA Actions

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Worker NNN, AAA

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

Add

4. Enter the direct deposit information for your bank.

5. Select **OK**.

Payment Election Option

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank ac

Worker Iron Mann
Default Country United States of America
Default Currency USD

Preferred Payment Method

Payroll Payment * Direct Deposit
Travel & E-Reimbursement * Direct Deposit

Account Setup

Worker Iron Mann

Sample Check

Jonathan Doe
4321 Main St.
Anywhere, CA 94000

DATE _____

_____ Dollars

YOUR BANK NAME
0076 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)

Account Type * Checking
 Savings

Bank Name *

Routing Transit Number *

Account Number *

OK

6. Go to your Workday **Inbox**.

7. Select the **Add Payment Elections** task.

8. Select **Submit**.

Inbox

Actions Archive

Viewing: All Sort By: Newest

Awaiting Action
10 minute(s) ago - Due 04/15/2017; Effective 04/12/2017

Complete Federal Withholding Elections
10 minute(s) ago - Due 04/14/2017; Effective 04/12/2017

Payment Election Enrollment Event
10 minute(s) ago - Due 04/14/2017

Manage Payment Elections

10 minute(s) ago - Due 04/14/2017

Worker Michael Scott (797009880)
Default Country United States of America
Default Currency USD
Status Successfully Completed

Accounts 1 item

Submit Cancel