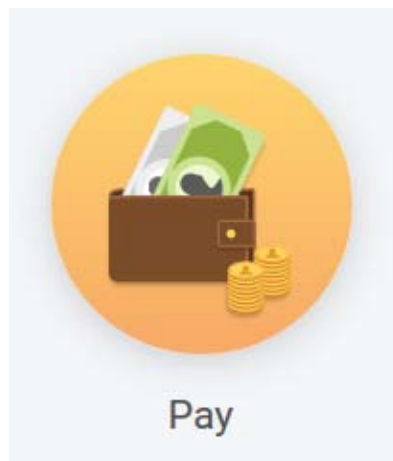


WORKDAY QUICK GUIDE

PAYMENT ELECTIONS

1. Select the **Pay** worklet.



2. Select **Payment Elections**.

Actions

Withholding Elections

Payment Elections

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

Payment Elections Iron Mann Actions

Select how to receive payment for each type of pay. For direct de

Worker Iron Mann

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

Add Elections

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

A sample check image with a 'SAMPLE' watermark. The check is from Jonathan Doe, 4321 Main St, Anywhere, CA 94000. It includes fields for DATE, Dollars, and a MICR line at the bottom: @123456789@ 0001234567890 @-00123. Callouts identify the 9-digit routing number (123456789) between the @ symbols and the account number (0001234567890) including all zeros. A red box says 'DO NOT INCLUDE Check #'. The check number 123 is in the top right corner.

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**.

A screenshot of the Workday Inbox. The 'Manage Payment Elections' task is highlighted. The task details show: Worker: Michael Scott (797099880), Default Country: United States of America, Default Currency: USD, Status: Successfully Completed, and Accounts: 1 item. A green 'Submit' button is visible at the bottom of the task card.