



Direct Deposit

1. Click on “Pay” worklet on Workday home screen
2. Click on “Payment Elections” under Actions

Accounts

3. Click on “Add” box to add a direct deposit account

Account Information

4. Account Nickname – Type in Account name (optional)
5. Routing Transit number – Enter Bank Routing number
6. Bank Name – Enter Bank name
7. Account Type – Select Checking or Savings
8. Account Number – Enter your Bank Account number
9. Click **OK**

Payment Elections

10. Click on “Edit” box to set up direct deposit for Payroll payments.
 - a. Under the Payment Type, select “Direct Deposit” (from the drop down menu)
 - b. Under the Account, select the desired account (from the drop down menu)
11. Click **OK**
12. Repeat steps 10 and 11 for Expense Report payments
13. Review “Payroll Payments” to ensure “Payroll Direct Deposit” is listed
14. Review “Expense Report Payments” to ensure “Direct Deposit” is listed