Employees are required to use direct deposit (i.e., the College sends all pay and reimbursable expenses directly to bank account(s)). In Workday, direct deposit is referred to as a “payment election.” Employees set up initial payment election(s) when they proceed through the New Hire Onboarding process.

**To change a payment election/bank account**

1. On the Workday dashboard, click on the Pay worklet and then select Payment Election.

2. Your previous elections will be displayed under accounts.

3. To change an account, click on CHANGE ACCOUNT. When changing account information, all payment elections that use the account are updated automatically. Make appropriate changes (e.g., change the name of the account, the account number, etc.) and click OK.
4. To change the amount of money going into an account, click on CHANGE ELECTION under Payment Elections. In this example, $150 is going into a vacation account and the employee wants to decrease this to $100.

5. Change the Amount for this account to $100.00 and click OK. The $50 difference will now be deposited into the balance account.

To delete an account

To delete an account, you must first remove it from any Payment Elections in the lower portion of your screen display. Click on the minus sign (−) on the same line as the account you want to delete, then click OK. In this example, the employee is deleting the vacation account.

Then in the Accounts section in the upper portion of the screen display, click on DELETE ACCOUNT and click OK.
To add a new account

To add a brand new account, click on the Add Account button in the middle of the page.

Add in the required information for the new account and click OK. In this example, the employee is adding an account for a car payment.

Once the account is set up, click on CHANGE ELECTION for one of the existing accounts under the pay type: Regular Payroll. Click on the + to add a line that you can fill in with your new car payment information.
Changing Your Direct Deposit(s)

Add in the country (United States) and the currency will automatically fill in (USD). Add the payment type (direct deposit) and click on the prompt in the Account box to select the correct one – in this case, New Car Payment. Add in the amount of the payment in the far right column. You can indicate a dollar amount or a percentage of your pay. Click OK.

Your payment election page will now reflect the new account and the amount of your check that will go into the new account. Click Done.

Remember! Do not close a bank account while you still have funds from your paycheck flowing into it. Change your Payment Elections in Workday first!